104-10193-10069 2025 RELEASE UNDER THE PRESIDENT JOHN F. KENNEDY ASSASSINATION RECORDS ACT OF 1992

MATERIAL REVIEWED AT CIA HEADQUARTERS BY

HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS

FILE TITLE/NUMBER/VOLUME: Burke, William P. Jr.
01775

INCLUSIVE DATES: 1947 - 1962

CUSTODIAL UNIT/LOCATION: CS Files

ROOM: 5E 13

DELETIONS, IF ANY: NONE

DATE RECEIVED	DATE RETURNED	REVIEWED BY (PRINT NAME)	SIGNATURE OF REVIEWING OFFICIAL
2:20 27 Dec 78		Chuck Berk	Chuck Berk
2:45 27 Dec		DAN HARDWAY	Dan Hardway

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE

BURKE WILLIAM P

TERMINATED 01775

14-00000

STANDARD FORM 56
Revised November 1959
U.S. CIVIL SERVICE COMMISSION
CHAPTER I-1 F.P.M. 56-103

AGENCY CERTIFICATION OF INSURANCE STATUS
Federal Employees' Group Life Insurance Act of 1954

1. FULL NAME OF EMPLOYEE (Last) (First) (Middle)
Burke William P., Jr.

2. DATE OF BIRTH (MONTH, DAY, YEAR)
October 22, 1900

3. CHECK THE REASON FOR TERMINATING INSURANCE

(a) ☐ SEPARATED
(b) ☒ RETIRED
(c) ☐ DIED — WAS EMPLOYEE AT TIME OF DEATH, AN APPLICANT FOR CIVIL SERVICE RETIREMENT? ☐ YES ☐ NO
(d) ☐ 12 MONTHS NON-PAY STATUS
(e) ☐ OTHER (Specify)

4. CHECK APPROPRIATE BOX CONCERNING S. F. 54, DESIGNATION OF BENEFICIARY

(a) ☐ CURRENT S. F. 54 ATTACHED
(b) ☒ A CURRENT S. F. 54 IS NOT ON FILE WITH THIS AGENCY
(c) ☐ A CURRENT S. F. 54 IS ON FILE IN THE EMPLOYEE'S OFFICIAL PERSONNEL FOLDER (OR EQUIVALENT)

NOTE: IF EMPLOYEE (A) DIED OR (B) IS RETIRING OR RECEIVING FEDERAL EMPLOYEES' COMPENSATION UNDER CONDITIONS ENTITLING HIM TO RETAIN FREE LIFE INSURANCE, ATTACH CURRENT S. F. 54, IF ANY, TO ORIGINAL S. F. 56 AND CHECK BOX 4 (a) ON ORIGINAL AND ALL COPIES OF S. F. 56. IF NO CURRENT S. F. 54 IS ON FILE, CHECK BOX 4 (b). IN ALL OTHER CASES, SHOW WHETHER OR NOT CURRENT S. F. 54 IS ON FILE BY CHECKING BOX 4 (b) OR (c). A CURRENT S. F. 54 IS ONE THAT HAS NOT BEEN CANCELED BY EMPLOYEE OR AUTOMATICALLY BY TRANSFER OR PRIOR TERMINATION OF INSURANCE.

5. DATE OF EVENT CHECKED IN ITEM 3 (MONTH, DAY, YEAR)
October 27, 1962

6. ANNUAL COMPENSATION RATE (CONVERT DAILY, HOURLY, PIECEWORK, ETC. RATE TO ANNUAL RATE) ON DATE IN ITEM 5.
17,925.00 PER ANNUM

7. DATE OF NOTICE OF CONVERSION PRIVILEGE (SF 55) TO EMPLOYEE (MONTH, DAY, YEAR)

8. I CERTIFY THAT THE ABOVE INFORMATION HAS BEEN OBTAINED FROM, AND CORRECTLY REFLECTS OFFICIAL RECORDS, AND THAT THE EMPLOYEE NAMED WAS COVERED BY FEDERAL EMPLOYEES' GROUP LIFE INSURANCE ON THE DATE SHOWN IN ITEM 5. (SIGN ORIGINAL ONLY)

B. DeFelice (signature)
(Personal signature of authorized agency official)

17 DEC 1962
(Date)

B. DeFelice
(Type name of authorized agency official)

Insurance Officer - Alternate
(Title)

Central Intelligence Agency
(Name of agency)

2430 E St., N. W., Washington 25, D. C.
(Mailing address of agency)

SEE OTHER SIDE
FOR
INSTRUCTIONS TO EMPLOYING AGENCY

PART 3 — FILE COPY

31 OCT 62

SECRET
(When Filled In)

OEF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
001775	BURKE WILLIAM P JR

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
RETIREMENT (OPTIONAL)	10 27 62	REGULAR

6. FUNDS		V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	X	CF TO V		CF TO CF	3242 2221 4000	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDI OO CONTACT DIVISION U.S. FIELD NEW ORLEANS OFFICE	NEW ORLEANS, LA.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
IO CONTACT	0195	OC

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0132.21	15 8	17925

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE (MO DA YR)	27. DATE OF LEI (MO DA YR)
45	10					10 22 00		

28. NTE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 3 - FICA, 5 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO DA YR)	EOD DATA	33. SECURITY REQ NO.	34. SEX
			03H0000				

35. VET. PREFERENCE (CODE; 0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV. COMP DATE (MO DA YR)	37. LONG COMP. DATE (MO DA YR)	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP) CODE	39. FEGLI / HEALTH INSURANCE (CODE; 0 - WAIVER, 1 - YES; HEALTH INS CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE; 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS), 3 - BREAK IN SERVICE (MORE THAN 3 YRS))	42. LEAVE CAT CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
11-2-62 Lua

1150 Use Previous Edition

SECRET

Bar 10/24/62

GROUP 1
Excluded from automatic downgrading and declassification

(4-61)

(When Filled In)

14-00000

PSC: 31 OCT 22

OEF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
001775	BURKE WILLIAM P JR

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
RETIREMENT (OPTIONAL	[illegible] 2	REGULAR

6. FUNDS		V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	X	CF TO V		CF TO CF	3243 222 [illegible]	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
IC CONTACT	0155	OC

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0132.21	15 8	17325

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

Form 1150 4-62 Use Previous Edition (4-81)

14-00000

Executive Registry
62-7624

23 OCT 1962

Mr. William P. Barke
6300 Saint Charles Avenue
New Orleans 18, Louisiana

Dear Mr. Barke:

As you bring to a close eighteen years of service to your country, I want to join your friends and co-workers in wishing you well and hoping that you find the years ahead filled with enjoyment and satisfaction.

It takes the conscientious efforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed much to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I express to you my appreciation and extend warmest wishes in the years ahead.

Sincerely,

(Signed) JOHN A. McCONE

John A. McCone
Director

Distribution:
0 - Addressee
1 - DCI
1 - DDCI
1 - ER
1 - DC/EAB/SO
1 - D/Pers
1 - C/BSD
1 - OPF
1 - BCB Retirement
1 - BCB Reader

Originator: /S/ Harry W. Little, Jr.
Director of Personnel
22 OCT 1962

Concur: SIGNED
DC/EAB/SO
19 OCT 1962

OP/BSD/RSagement (18 October 1962)

105

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87 - 793 AND DCI MEMORANDUM DATED 1 AUGUST 1956 , SALARY IS ADJUSTED AS FOLLOWS: EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR-ST	OLD SALARY	NEW GR-ST	NEW SALARY
BURKE WILLIAM P JR	001775	82500	V	15 0	$15810	15 8	$17925

CIA INTERNAL USE ONLY

FILE

REPORT OF HONOR AND MERIT AWARDS BOARD

DATE: 2 October 1962

The Honor and Merit Awards Board having considered a recommendation that:

NAME: (Last)	(First)	(Middle)	POSITION TITLE
BURKE,	William	Patrick, Jr.	Chief, New Orleans Field Office

PRESENT GRADE	OFFICE ASSIGNED TO	STATION
GS-15	DDI/OO	New Orleans

BE AWARDED: Intelligence Medal of Merit

☐ FOR HEROIC ACTION, ON

☒ FOR MERITORIOUS ACHIEVEMENT OR SERVICE DURING THE PERIOD

☒ APPROVES THE RECOMMENDATION ☐ DISAPPROVES THE RECOMMENDATION

☐ APPROVES, BUT IN LIEU THEREOF, RECOMMENDS THE AWARD OF:

CITATION

Mr. William P. Burke, Jr., is hereby awarded the Intelligence Medal of Merit for his outstanding service to the Central Intelligence Agency. As Chief of the New Orleans Field Office since its inception in 1947, Mr. Burke labored unceasingly in developing programs which have produced important information on a continuing basis. In his role as Agency representative, he has been successful in establishing relationships which have furthered the mission of the Agency and enhanced its reputation in the area. In his role as office chief, he has provided leadership of the highest order to his associates, and leaves behind him a legacy of achievement in keeping with the best traditions of service to the United States.

(Recommendation approved by DD/I on 14 September 1962)

REASONS FOR DISAPPROVAL OF RECOMMENDED AWARD

APPROVED

(Signed) Marshall S. Carter

Deputy DIRECTOR OF CENTRAL INTELLIGENCE

5 OCT 1962

DATE

SIGNATURE /s/ Harry W. Little, Jr.

TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD: HARRY W. LITTLE, JR.

SIGNATURE /Sgd/ Robert M. Gaynor

TYPED NAME OF RECORDER: ROBERT M. GAYNOR

FORM 8-62 382 USE PREVIOUS EDITIONS.

CIA INTERNAL USE ONLY

(4)

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 14 September 1962

1. SERIAL NUMBER: 1775 ✓

2. NAME (Last-First-Middle): BURKE, William P., Jr.

3. NATURE OF PERSONNEL ACTION: ~~VOLUNTARY~~ RETIREMENT (optional)

4. EFFECTIVE DATE REQUESTED: MONTH 10 | DAY | YEAR 62

5. CATEGORY OF EMPLOYMENT: Regular

6. FUNDS: X | V TO V | | V TO CF | | CF TO V | | CF TO CF

7. COST CENTER NO. CHARGEABLE: 3242-2221-4000

8. LEGAL AUTHORITY (Completed by Office of Personnel):

9. ORGANIZATIONAL DESIGNATIONS:
DDI/OO
Contact Division
U.S. Field
New Orleans Office

10. LOCATION OF OFFICIAL STATION: New Orleans, La.

11. POSITION TITLE: ~~Intelligence Officer, Chief~~ IC Contact

12. POSITION NUMBER: K 0195

13. CAREER SERVICE DESIGNATION: OC

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS

15. OCCUPATIONAL SERIES: 0132.21

16. GRADE AND STEP: 15-8

17. SALARY OR RATE: ~~$15,810~~ 17,725

18. REMARKS:

cc Payroll; Security

Subject is re-employable.

19a. SIGNATURE OF REQUESTING OFFICIAL: E. M. ASHCRAFT, Chief, Contact Division, OO

DATE SIGNED: 30 Oct 62

19b. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: J. LAROCQUE, JR., Acting Assistant Director, OO

DATE SIGNED: 30 Oct 1962

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. HOURS CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
US	18				2	10 13 21		

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 = CSC, 3 = FICA, 5 = NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX
			3 FH,00,0,0				

35. VET. PREFERENCE (CODE: 0 = NONE, 1 = 5 PT., 2 = 10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR/RESV, PROV/TEMP) CODE	39. FEGLI / HEALTH INSURANCE (CODE: 0 = WAIVED, 1 = YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0 = NO PREVIOUS SERVICE, 1 = NO BREAK IN SERVICE, 2 = BREAK IN SERVICE (LESS THAN 3 YRS), 3 = BREAK IN SERVICE (MORE THAN 3 YRS))	42. CLEARANCE CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 = YES 2 = NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 = YES 2 = NO; CODE; NO. TAX EXEMP.; STATE CODE)

45. POSITION CONTROL CERTIFICATION: 11-1-62 [signature]

46. O.P. APPROVAL: H. F. Heggen By— [signature]

DATE APPROVED: 31 Oct 62

FORM 4-62 1152 OBSOLETE PREVIOUS EDITION AND FORM 1152a.

SECRET

Excluded from automatic downgrading and declassification

SECRET
(When Filled In)

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE [illegible] (Date) FOR THE FOLLOWING REASON:

OCT 31 2 03 PM '62

[illegible]

[illegible]

MY LAST WORKING DAY WILL BE	DATE SIGNED	SIGNATURE OF EMPLOYEE
[illegible]	[illegible]	[signature]

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, Zone, State)

[illegible] Ave.,
[illegible]

INSTRUCTIONS

Items 1 thru 7 and Items 9 thru 18a - The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains only to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 - "Category of Employment" should show one of the following entries:

Regular	Summer	WAE
Part Time	Detail Out	Consultant
Temporary	Detail In	Military
Temporary - Part Time		

Item 9 - "Organizational Designations" should show all levels of organization pertinent to identifying the location of the position:

FIRST LINE:
- Major Component (Director, Deputy Director, etc.)
- Office, Major Staff, etc.

- Division or Staff (subordinate to first line)
- Branch
- Section
- Unit

Item 11 - "Position Title" should reflect the standard abbreviated title given in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.

Item 18b - Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Service should approve and the other Career Service should concur in Item 18, Remarks.

ROUTING - The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-500-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET

SECRET
(When Filled In)

BIOGRAPHIC PROFILE (PART I) SCD: 15 Jul 1944

1. PERS. SERIAL NO.	2. NAME (Last-First-Middle)	3. SEX	4. DATE OF BIRTH	5. LONGEVITY COMP. DATE
01775	[illegible], William Patrick, Jr.	M	Oct 1900	18 Sep 1947

6. MARITAL STATUS	7. DEPENDENT(S) (Exclud. employee) NO.	YEAR(S) OF BIRTH	8. US NATURALIZATION DATE(S)	SPOUSE
Married	1	1937	NA	NA

9. CAREER STAFF STATUS	MEMBERSHIP	OTHER STATUS	10. LAST MED. RPT.	QUAL. FOR	EVAL. FOR
		Rejected	Oct 1957	US Field	Annual

11. CURRENT RESERVE STATUS	NONE	SERVICE	GRADE	ACTIVE DUTY WITH CIA CAT. 1	RELEASE TO MIL. SER. CAT. 2	TO BE DEFERRED CAT. 3	RETIRED
	X						

12. ASSESSMENT DATE	13. PROFESSIONAL TEST DATE	14. LANGUAGE APTITUDE TEST DATE
9 Jul 1947	None	None

15. NON-CIA EMPLOYMENT

1925-42 Self-Employed, New Orleans, La - Lawyer
1942-45 Military Service, US Marine Corps, Major - Division Legal Officer
1945-47 Administered Financial Matters Concerning Family Estate

16. NON-CIA EDUCATION

1915-19 Loyola Univ, New Orleans, La - AB Arts & Sciences
1920-23 Harvard Law School - LLB
1923-24 Trinity College, Cambridge, England - English Literature Research
1924-25 Tulane Univ., New Orleans, La - LLB

17. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested): None

18. AGENCY SPONSORED TRAINING

1954 CIA Orientation
1959 Mgmt for Contact Div

19. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)

EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE		GRADE	SD	ORGANIZATION & ORGAN. TITLE (If any)	LOCATION
Sep 1947	I.O.	0132.21	P-7		OO/Contact/Contr/Actg R Mgr IAC	New Orleans
Sep 1948	"	0132.21	P-8		CO/Contact Br/Reg Mgr N. O.	"
Mar 1952	"	0132.21	15	OO	OO/ContactDiv/Ch, N.O. Off	"
Jul 1960	LWOP					"
Sep 1960	I.O.-Contact	0132.21	15	OO	OO/ContactDiv/Ch,New Orleans Off	"

20. DATE REVIEWED	21. PROFILE REVIEWED BY	22. ITEMS 1-18 REVIEWED & VERIFIED BY EMPLOYEE
25 Sep 1962	OP/POD/QAB/hms	2 Dec 1957

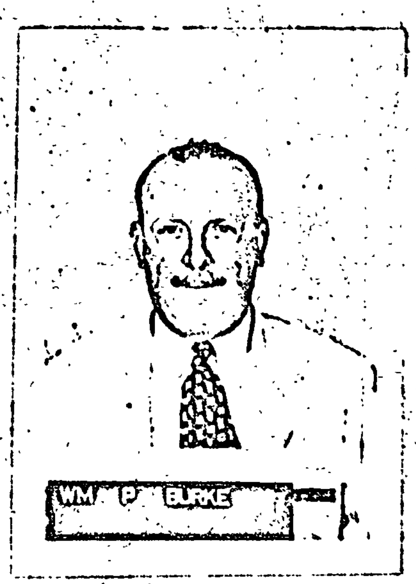
14-00000

SECRET
(When Filled In)

PERS. SERIAL NO.	BIOGRAPHIC PROFILE (PART 2)
01775	

NAME (Last-First-Middle)	DATE OF BIRTH
BURKE, William Patrick, Jr.	Oct 1900

23.



24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE

25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL

26. ADDITIONAL INFORMATION

Letter of Appreciation 1948 from AD/Operations prior to leaving Agency for having created an effective field office in less than a year, excellent relations with clients and local Armed Forces Representatives and high morale of office.

Commendation 1954 from DD/P for thorough and expeditious contribution made by DDI Personnel to urgent need for intelligence about Guatemala.

27. DATE REVIEWED	28. PROFILE REVIEWED BY
25 Sep 1962	OP/POD/QAB/hms

14-00000

SECRET

MAY 1962

0 2 MAY 1962

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: William P. Burke, Memorandum of Performance

William P. Burke, Chief, New Orleans Field Office continues to manage his office in a thoroughly competent and efficient manner. He is extremely conservative by nature and finds it difficult to act without the most careful consideration of all factors involved. While this approach might be a handicap in some areas it tends to be an asset in New Orleans. In spite of this tendency he willingly and efficiently devotes all his time and energy to the solution of a problem in an emergency. He represents the Agency well and maintains the highest respect in his community.

E. M. Ashcraft

E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey

GEORGE G. CAREY
Assistant Director for Operations

SECRET

14-00000

SECRET

0 2 MAY 1962

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: William P. Burke, Memorandum of Performance

William P. Burke, Chief, New Orleans Field Office continues to manage his office in a thoroughly competent and efficient manner. He is extremely conservative by nature and finds it difficult to act without the most careful consideration of all factors involved. While this approach might be a handicap in some areas it tends to be an asset in New Orleans. In spite of this tendency he willingly and efficiently devotes all his time and energy to the solution of a problem in an emergency. He represents the Agency well and maintains the highest respect in his community.

E. M. Ashcraft
E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey
GEORGE G. CAREY
Assistant Director for Operations

SECRET

21 June 61

Memo for File - William P. Burke

Subject: Longevity Step Increase

In reviewing this file under the Security reinvestigation program, it was noted that the 3rd LSI (as GS-15) was proposed to be made effective on 18 Sept 60, but that the effective date had been changed by Payroll to show 16 Oct 60. Reason for the change is presumed to be due to LWOP. Form 560 shows 225 hours of LWOP during the waiting period. If those figures are correct, then there was no "excess" LWOP, since the law provides that a maximum of 240 hours of LWOP is creditable toward completion of the waiting period in the case of LSI's.

I called this case to the attention of Joe Tracy, C/Payroll, who will review LWOP records and, if required, issue a memorandum to correct the effective date of the last LSI.

GCS

Gene C. Stevens

14-00000

SECRET

7 JUL 1961

30 JUN 1961

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: William P. Burke, Memorandum of Performance

William P. Burke, Chief of the New Orleans Field Office, continues to manage his office in a thoroughly competent and efficient manner. Mr. Burke is a conservative who sometimes finds it difficult without most careful and protracted consideration of all factors involved to adjust to changes in methods and objectives particularly those peculiar to clandestine support. While his conservatism added to his meticulous legalistic approach might be something less than desirable in certain areas it is a definite asset in New Orleans. When called upon in emergency he willingly and efficiently devotes his entire time and energy to the solution of the problem regardless of personal inconvenience. Mr. Burke represents the Agency well in his area and readily maintains respect in the community.

E. M. Ashcraft

E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey

George G. Carey
Assistant Director for Operations

3 JUL 1961

SECRET

14-00000

SECRET

30 JUN 1961

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: William P. Burke, Memorandum of Performance

William P. Burke, Chief of the New Orleans Field Office, continues to manage his office in a thoroughly competent and efficient manner. Mr. Burke is a conservative who sometimes finds it difficult without most careful and protracted consideration of all factors involved to adjust to changes in methods and objectives particularly those peculiar to clandestine support. While his conservatism added to his meticulous legalistic approach might be something less than desirable in certain areas it is a definite asset in New Orleans. When called upon in emergency he willingly and efficiently devotes his entire time and energy to the solution of the problem regardless of personal inconvenience. Mr. Burke represents the Agency well in his area and readily maintains respect in the community.

E. M. Ashcraft

E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey

3 JUL 1961

George G. Carey
Assistant Director for Operations

SECRET

14-00000

1960

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
101775	BURKE WILLIAM P JR	DDI/CONT 7	V-40	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO	DA.	YR	GRADE	STEP	SALARY	EFFECTIVE DATE MO	DA.	YR
GS 15	9	$15,550	09	21	58	GS 15	Z	$15,810	10	16	60

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE ☐ NO EXCESS LWOP ☒ EXCESS LWOP
IF EXCESS LWOP, CHECK FOLLOWING:
☐ IN PAY STATUS AT END OF WAITING PERIOD
☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP: 216

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION
☐ P.S.I. ☒ L.S.I. ☐ PAY ADJUSTMENT

13. REMARKS Employee has served an aggregate of 10 years in present, equivalent, or higher grade and at the top of present grade since 9-19-48. This is the third longevity step increase.

14. AUTHENTICATION

E. ECHOLS

PAY CHANGE NOTIFICATION

FORM 5-59 560 OBSOLETE PREVIOUS EDITION REPLACES FORM 560a AND 560b. SECRET OFFICIAL PERSONNEL FOLDER (4)

	V to V		V to UV	**SECRET** (When Filled In)	**REQUEST FOR PERSONNEL ACTION**	DATE PREPARED Mo 9	Da 14	Yr 60
	UV to V		UV to UV					

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo	Da	Yr	4. Vet. Pref. None 0 5 Pt 1 10 Pt 2	Code	5. Sex	6. CS EOD Mo	Da	Yr
101775	[illegible]RKE WILLIAM P JR	10	22	03		1	M 1	02	13	47

7. SCD Mo	Da	Yr	8. CSC Retire. Yes-1 No-2	Code	9. CSC Or Other Legal Authority	10. Appt. Affid. Mo	Da	Yr	11. FEGLI Yes-1 No-2	Code	12. LCD Mo	Da	Yr	13. Mil. Serv. Credit LCD Yes-1 No-2	Code
07	15	44		1	50 USCA 403 J						02	13	47		2

CURRENT ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDI - OO CONTACT DIVISION NEW ORLEANS OFFICE	2531	NEW ORLEANS, LA.	75033

16. Dept. - Field	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
Dept. - USfld - Frgn.	4	INTEL OFF (CON) (CH)	0135	GS	0132.21

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo	Da	Yr	25. PSI Due Mo	Da	Yr	26. Appropriation Number
15 9	$ 15550	OC	09	19	48	XX	XX	XX	1242 2221

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo	Da	Yr	29. Type Of Employee	Code	30. Separation Data
RETURN TO DUTY FROM LWOP	570	9	~~12~~ 7	60	Regular		

PROPOSED ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
	2531		75033

33. Dept. - Field	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
Dept. - USfld - Frgn.					

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo	Da	Yr	42. PSI Due Mo	Da	Yr	43. Appropriation Number
	$		09	19	48	09	15	60	

SOURCE OF REQUEST

A. Requested By (Name And Title)	C. Request Approved By (Signature And Title)	Date Approved
E. M. ASHCRAFT, Chief, Contact Division, OO	GEORGE G. CAREY (signature)	15 SEP 1960
B. For Additional Information Call (Name & Telephone Ext.): Ann L. Budresky	Assistant Director for Operations	

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control	[illegible]	9-16-60	E.		
C. Classification			F. Approved By	D V Mulcahy [illegible]	9/16/60

Remarks

CK [illegible] M. [illegible] 9-16-60

☐ Continued On Reverse Side

FORM NO. 1152 USE PREVIOUS EDITION 3-59 (4)

SECRET

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

BLT: 7 SEPT. 1960

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref. (None-0, 5 Pt-1, 10 Pt-2) Code	5. Sex	6. CS-EOD (Mo. Da. Yr.)
101775	BURKE WILLIAM P JR	10 22 00	1	M 1	09 15 47

7. SCD (Mo. Da. Yr.)	8. CSC Retmt. Or Other Legal Authority (Yes-1 No-2) Code	10. Apmt Affidav. (Mo. Da. Yr.)	11. FEGLI (Yes-1 No-2) Code	12. LCD (Mo. Da. Yr.)	13. Mil. Serv. Credit Pd. (Yes-1 No-2) Code
07 15 44	1 50 USCA 403 J			09 18 47	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDI OO CONTACT DIVISION NEW ORLEANS OFFICE	2531	NEW ORLEANS, LA.	75033

16. Dept.-Field (Dept-2, USfld-4, Frgn-6) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
4	INTEL OFF (CON) (CH)	0195	GS	0132.21

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo. Da. Yr.)	25. PSI Due (Mo. Da. Yr.)	26. Appropriation Number
15 9	$ 15550	OC	09 19 48	XX XX XX	1242 2221

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. Da. Yr.)	29. Type Of Employee	Code	30. Separation Data
RETURN TO DUTY FROM LEAVE WITHOUT PAY	50	09 07 60	REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDI OO CONTACT DIVISION NEW ORLEANS OFFICE	2531	NEW ORLEANS, LA.	75033

33. Dept.-Field (Dept-2, USfld-4, Frgn-6) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
4	INTELL OFF (CON) (CH)	0195	GS	0132.21

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo. Da. Yr.)	43. Appropriation Number
15 9	$ 15550	OC	09 19 48	09 18 60	1242 2221

44. Remarks

POSTED
9-22-60

DT

FORM NO. 1150
1 MAR 57

SECRET

(4)

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

V to V	V to UV	DATE PREPARED Mo Da Yr
UV to V	UV to UV	5 27 60

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo Da Yr	4. Vet. Pref.	5. Sex	6. CS - EOD
1775	BURKE, William P., Jr.	10 22 00		M	

7. SCD	8. CSC Retmt	9. CSC Or Other Legal Authority	10. Appt. Affidav.	11. FEGLI	12. LCD	13.

CURRENT ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDI/OO Contact Division New Orleans Office		New Orleans, La.	

16. Dept.- Field	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
Dept.- Usfld. XX Code 4	Intelligence Officer (Contact) (CH)	195	GS	0132.21

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number
15-~~7~~ 9	$ ~~14,450~~ 15550	OC	09 19 45		0242-2221

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo Da Yr	29. Type Of Employee	Code	30. Separation Data
LEAVE WITHOUT PAY*		~~EOD~~ 7 18 60	Regular	96	

~~NTE 19 Aug 60~~ (THRU COB 10 Sept 60)

PROPOSED ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
			75035

33. Dept.- Field	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade	42. PSI Due	43. Appropriation Number
	$				

SOURCE OF REQUEST

A. Requested By (Name And Title)	C. Request Approved By (Signature And Title)	Date Approved
E. M. Ashcraft, Chief, Contact Division	GEORGE G. CAREY [signature] Assistant Director for Operations	1 Jun 60
B. For Additional Information Call (Name & Telephone Ext.) Ann L. Budresky 2271		

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control			E. Release		
C. Classification			F. Approved B.	[signature]	

Remarks *Personal reasons. It is requested that Mr. Burke be granted 25 days of leave without pay commencing 18 July and ending ~~19 August 1960~~ 10 Sept 60 per

To take a trip

[signatures]

Continued on reverse side

FORM 1152a (USE PREVIOUS EDITION)

SECRET

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

PAS: 26 AUGUST 1960

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref (None-0, 5 Pt-1, 10 Pt-2) Code	5. Sex	6. CS - EOD (Mo. Da. Yr.)
101775	BURKE WILLIAM P JR	10 22 00	1	M 1	09 18 47

7. SCD (Mo. Da. Yr.)	8. CSC Retmt. (Yes-1, No-2) Code	9. CSC Or Other Legal Authority	10. Apmt Affidav (Mo. Da. Yr.)	11. FEGLI (Yes-1, No-2) Code	12. LCD (Mo Da Yr)	13. Mil. Serv. Credit (Yes-1, No-2) Code
07 15 44	1	50 USCA 403 J			09 18 47	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDI OO CONTACT DIVISION NEW ORLEANS OFFICE		NEW ORLEANS, LA.	

16. Dept. - Field (Dept-2, USfld-4, Frgn-6) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
4	INTEL OFF (CON) (CH)	0195	GS	0132.21

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo. Da. Yr.)	25. PSI Due (Mo. Da. Yr.)	26. Appropriation Number
15 9	$ 15550	OC			0242 2221

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. Da. Yr.)	29. Type Of Employee	Code	30. Separation Data
LEAVE WITHOUT PAY (THRU COB 10 SEPT 1960)	61	BOB 07 29 60	REGULAR	70	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDI OO CONTACT DIVISION NEW ORLEANS OFFICE	2531	NEW ORLEANS, LA.	75033

33. Dept. - Field (Dept-2, USfld-4, Frgn-6) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
4	INTEL OFF (CON) (CH)	0195	GS	0132.21

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo Da. Yr.)	43. Appropriation Number
15 9	$ 15550	OC	09 19 48	XX XX XX	1242 2221

44. Remarks

POSTED
9-30-60 WR

FORM NO. 1150
1 MAR 57

SECRET

(4)

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
OC	BURKE WILLIAM P JR	101775	25 31	GS-15 9	$14,450	$15,550

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

14-00000

SECRET

10 MAY 1960

MEMORANDUM FOR: Assistant Director for Operations

SUBJECT: William P. Burke, Memorandum of Performance

1. William P. Burke, Chief of the New Orleans Field Office, continues to manage his office most efficiently and to demonstrate thorough knowledge of his area. His inherent conservatism and somewhat legalistic approach tend to make it difficult for him to accept change and methods peculiar to clandestine support without most careful consideration of all the factors involved.

2. Mr. Burke represents the Agency well in his area. His conservatism is to a degree an asset in New Orleans; it could conceivably be a handicap elsewhere.

E. M. Ashcraft

E. M. ASHCRAFT
Chief, Contact Division

REVIEWING OFFICIAL:

George G. Carey 20 MAY 1960

George G. Carey
Assistant Director for Operations

SECRET

14-00000

CONFIDENTIAL

DATE 24 Feb. 1960
PROT. 0-60

TO : Chief, OO/CD
Director of Security
Director of Personnel

FROM : Chief, Communications Security Staff

SUBJECT: Revocation of Cryptographic Clearance - William P. Burke

1. The cryptographic clearance held by Subject has been revoked under the provisions of CIA Regulation 90-500. Revocation is effective 9 Feb 60.

2. Subject is not authorized to have continued custody of, access to, or otherwise gain further knowledge of staff cryptographic material or information. Subject has been informed of this revocation, has been debriefed concerning cryptographic and related communications security matters, and has signed a Debriefing Statement acknowledging continuing responsibility for the protection of all cryptographic information obtained during the tenure of his cryptographic clearance.

FOR THE CHIEF, COMMUNICATIONS:

Chief, Protective Branch

Distribution:
1 - OO/CD
1 - Security Office (Debriefing Statement Attached)
1 - Personnel Office (Wing 1-H Curie Hall)
1 - OC-S/PROT File

CONFIDENTIAL

FORM 3-53 1597b

14-00000

SECRET
(When Filled In)

FITNESS REPORT

30-153

EMPLOYEE SERIAL NUMBER: 101775

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): BURKE, William P.	2. DATE OF BIRTH: 10/22/1900	3. SEX: M	4. GRADE: GS-15
5. SERVICE DESIGNATION: OC	6. OFFICIAL POSITION TITLE: Intelligence Officer (Contact)	7. OFF/DIV/BR OF ASSIGNMENT: OO/CD/New Orleans	

8. CAREER STAFF STATUS: NOT ELIGIBLE / PENDING / MEMBER / DECLINED / DEFERRED / DENIED

9. TYPE OF REPORT: INITIAL / X ANNUAL / REASSIGNMENT/SUPERVISOR / REASSIGNMENT/EMPLOYEE / SPECIAL (Specify)

10. DATE REPORT DUE IN O.P.: 31 May 1959

11. REPORTING PERIOD From Sept 58 To Mar 59

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
NO. 1: Management of a domestic field office.	6	NO. 4: Obtaining cooperation of non-governmental sources in his area.	6
NO. 2: Analysis of assigned area for intelligence potential.	6	NO. 5: Liaison with Federal and local agencies and officials in his area.	4
NO. 3: Planning and carrying out effective intelligence collection.	6	NO. 6: Support of other elements of CIA in his area.	3

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE						X	
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X
DOES HIS JOB WITHOUT STRONG SUPPORT							X
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X
WRITES EFFECTIVELY							X
SECURITY CONSCIOUS							X
THINKS CLEARLY							X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

SECRET
(When Filled In)

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

OFFICE OF PERSONNEL
APR 29 12 42 PM '59

Subject possesses complete integrity and thorough knowledge of his area. He is able to assess the potential of sources and to obtain their full cooperation. He is inclined toward a legalistic approach which makes him somewhat less than receptive to new ideas and methods particularly when understanding support of the clandestine services is required. His conservatism is, to an extent, an asset in his area; it could be undesirable in some other assignments.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
100	Subject is located in New Orleans.

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

	EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS		REPORT MADE WITHIN LAST 90 DAYS
	OTHER (Specify):		

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
23 April 59	Chief, CD/OO	E. M. Ashcraft [signature]

3. BY REVIEWING OFFICIAL

X	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
28 APR 1959	AD/O	George G. Carey [signature]

SECRET

14-00000

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
101775	BURKE, WILLIAM P.	DDI/CONT 7	V-40	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO.	DA.	YR.	GRADE	STEP	SALARY	EFFECTIVE DATE MO.	DA.	YR.
GS 15	5	13,970	09	16	51	GS 15	X & Y	14,210 14,450	09	21	58

REMARKS
EMPLOYEE HAS SERVED AN AGGREGATE OF 10 YEARS IN PRESENT, EQUIVALENT, OR HIGHER GRADE AND AT THE TOP OF PRESENT GRADE SINCE 16 Sep 51. THIS IS THE FIRST AND SECOND LONGEVITY STEP INCREASES.

CERTIFICATION

I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.

TYPED, OR PRINTED, NAME OF SUPERVISOR	DATE	SIGNATURE OF SUPERVISOR
E. M. ASHCRAFT	24 Feb. '59	EMAshcraft

PERIODIC STEP INCREASE - CERTIFICATION

FORM NO. 1 MAR 56 560 SECRET PERSONNEL FOLDER (4)

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN	4. FUNDS	5. ALLOTMENT
101775	BURKE, WILLIAM P.	DDI/CONT	V-40	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO.	DA.	YR.	GRADE	STEP	SALARY	EFFECTIVE DATE MO.	DA.	YR.
GS 15	5	13,970	09	16	51	GS 15	X & Y	14,210 14,450	09	21	58

TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER

8. CHECK ONE [X] NO EXCESS LWOP [ ] EXCESS LWOP
IF EXCESS LWOP, CHECK FOLLOWING.
[ ] IN PAY STATUS AT END OF WAITING PERIOD
[ ] IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE					
GRADE	STEP	SALARY	MO.	DA.	YR.

13. REMARKS
EMPLOYEE HAS SERVED AN AGGREGATE OF 10 YEAR IN PRESENT, EQUIVALENT, OR HIGHER GRADE AND AT THE TOP OF PRESENT GRADE SINCE 16 SEP 51. THIS IS THE FIRST AND SECOND LONGEVITY STEP INCREASES.

14. AUTHENTICATION

PERIODIC STEP INCREASE - AUTHENTICATION

FORM NO. 560b
1 MAR. 56

SECRET

PERSONNEL FOLDER (4)

14-00000

1958

SECRET
(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
BURKE, William P.	10/22/00	M	OC

5. OFFICE/DIVISION BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
OO/Contact/New Orleans	Intelligence Officer (Contact) (CH)

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-15	9 September 1958	9/9/57 - 9/8/58

10. TYPE OF REPORT (Check one): [ ] INITIAL [X] ANNUAL [ ] REASSIGNMENT-SUPERVISOR [ ] REASSIGNMENT-EMPLOYEE [ ] SPECIAL (Specify)

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [ ] HAS [X] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT: **Subject not available in Washington area.**

A. CHECK (X) APPROPRIATE STATEMENTS:

x	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
17 Sept 58 ~~27 August 1958~~	[signature] E. M. ASHCRAFT	Chief, CD/OO

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

DATE 9-23-58

9/1/58

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
18 Sept 58	[signature] GEORGE G. CAREY	AD/O

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: 5

1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

Need to last doc Bates

FORM NO. 45 (Part I) 1 NOV 55 REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45A WHICH ARE OBSOLETE.

SECRET

SECRET
(When Filled In)

C. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:
a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
d. Compare in your mind, when possible, the individual being rated with others doing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

OFFICE OF PERSONNEL
SEP 19 9 58 AM '58
MAIL ROOM

DESCRIPTIVE RATING NUMBER
1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY	RATING NUMBER	SPECIFIC DUTY	RATING NUMBER
SPECIFIC DUTY NO. 1 Management of domestic field office	6	SPECIFIC DUTY NO. 4 Obtaining the effective support of non-governmental sources and contacts in his area	6
SPECIFIC DUTY NO. 2 Analysis of assigned area for intelligence potential	6	SPECIFIC DUTY NO. 5 Liaison with Federal and local agencies and officials in his area	4
SPECIFIC DUTY NO. 3 The planning and carrying out of effective intelligence collection	6	SPECIFIC DUTY NO. 6 Support of other elements of CIA in his area	3

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject possesses complete integrity and thorough knowledge of his area. He has the ability to assess the potential of sources and to obtain their full cooperation. He is inclined toward a legalistic approach which renders him somewhat less than receptive to new ideas and methods, particularly where understanding support of the clandestine services is required. This conservatism is to a degree an asset in the area and the duties to which he is assigned but could be undesirable in some other assignments.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 6

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY....WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE....BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? [ ] YES [X] NO. IF YES, EXPLAIN FULLY:

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle): BURKE, William P.
2. DATE OF BIRTH: 10/22/00
3. SEX: M
4. SERVICE DESIGNATION: OC
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: OO/Contact/New Orleans
6. OFFICIAL POSITION TITLE: Intelligence Officer (Contact) (CH)
7. GRADE: GS-15
8. DATE REPORT DUE IN OP: 9 Sept. 1958
9. PERIOD COVERED BY THIS REPORT (Inclusive dates): 9/9/57 - 9/8/58
10. TYPE OF REPORT (Check one): [ ] INITIAL [X] ANNUAL [ ] REASSIGNMENT-SUPERVISOR [ ] REASSIGNMENT-EMPLOYEE [ ] SPECIAL (Specify)

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE: ~~27 August 1958~~ 17 Sept. 58
B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR: [signature] E. M. ASHCRAFT
C. SUPERVISOR'S OFFICIAL TITLE: Chief, CD/OO

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE: 18 Sept '58
B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL: [signature] GEORGE G. CAREY
C. OFFICIAL TITLE OF REVIEWING OFFICIAL: AD/O

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: 2

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [X] Yes [ ] No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER:
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	3	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	3	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

FORM NO. 45 (Part II) 1 NOV 55 REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45A WHICH ARE OBSOLETE. SECRET Potential (4)

SECRET
(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

92

OFFICE OF PERSONNEL
MAIL ROOM

4. COMMENTS CONCERNING POTENTIAL

Subject will leave New Orleans only for an overseas post. He will not do so for duty in Washington. In view of the fact that his intelligence [illegible] is entirely in the field of domestic collection, it is difficult to conceive of such an overseas assignment. He is eminently qualified to continue in his present assignment.

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

No training or experience planned or required except periodic meetings of Contact Division Field Chiefs.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

See Section G.4. above.

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER
- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	3	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	5	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

14-00000

SECRET
(When Filled In)

(1-6)	LANGUAGE DATA RECORD
101 775	

PART I—GENERAL

1. NAME (Last-First-Middle) (7-24)			2. DATE OF BIRTH (25-30)		
			MONTH	DAY	YEAR
BURKE, William F.			October	22	1900
3. LANGUAGE (31-33)	4. TODAY'S DATE (34-39)		5.		
	MONTH	DAY	YEAR		
	April	9	1957	✓ I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE	

PART II—LANGUAGE ELEMENTS

SECTION A. Reading (40)

1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.
4. I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.
5. I HAVE NO READING ABILITY IN THE LANGUAGE.

SECTION B. Writing (41)

1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.
4. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.
5. I CANNOT WRITE IN THE LANGUAGE.

SECTION C. Pronunciation (42)

1. MY PRONUNCIATION IS NATIVE.
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.
4. MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.
5. I HAVE NO SKILL IN PRONUNCIATION.

CONTINUE ON REVERSE SIDE

14-00000

CONTINUATION OF PART II-LANGUAGE ELEMENTS

SECTION D. Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.
2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.
3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.
4. I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.
5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E. Understanding (44)

1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.
3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.
4. I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.
5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.
2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.
3. BOTH OF THE ABOVE STATEMENTS APPLY.
4. NONE OF THE ABOVE STATEMENTS APPLY.

PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-115, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED	SIGNATURE
9 Apr 57	William P. Burke
(46)	(47)

14-00000

SECRET

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE 12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
BURKE WILLIAM P JR	101775	GS-15-5	$12,690	$13,970

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

SECRET

14-00000

SECRET
(When Filled In)

PERIODIC SUPPLEMENT
PERSONAL HISTORY STATEMENT

THIS DATE: 8 Sep 58

INSTRUCTIONS

This form provides the means whereby your official personnel records will be kept current. Even though it duplicates information you have furnished previously, it will be necessary for you to complete Sections I through VI in their entirety. You need complete Sections VII through XIII only if there has been a change since you entered on duty with the organization or if you believe the item requires more complete coverage than you have previously reported.

GENERAL

SECTION I

1. FULL NAME (Last-First-Middle): BURKE William Patrick Jr.

2. CURRENT ADDRESS (No., Street, City, Zone, State): 6300 St. Charles Ave., New Orleans 18, La.

3. PERMANENT ADDRESS (No., Street, City, Zone, State): 6300 St. Charles Ave., New Orleans 18, La.

4. HOME TELEPHONE NUMBER: Twinbrook 7-2485

5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE: Louisiana

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

SECTION II

1. NAME (Last-First-Middle) PREFERABLY RESIDING IN U.S.: BURKE Mrs Frances Kittredge

2. RELATIONSHIP: Wife

3. HOME ADDRESS (No., Street, City, Zone, State, Country): 6300 St. Charles Ave., New Orleans 18, La.

4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country). INDICATE NAME OF FIRM OR EMPLOYER, IF APPLICABLE: none

5. HOME TELEPHONE NUMBER: Twinbrook 7-2485

6. BUSINESS TELEPHONE NUMBER: none

7. BUSINESS TELEPHONE EXTENSION: none

8. IN CASE OF EMERGENCY, OTHER CLOSE RELATIVES (Spouse, Mother, Father) MAY ALSO BE NOTIFIED. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE.
none

MARITAL STATUS

SECTION III

1. CHECK (X) ONE: ☐ SINGLE ☒ MARRIED ☐ WIDOWED ☐ SEPARATED ☐ DIVORCED ☐ ANNULLED

2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS: Never separated, divorced nor marriage annulled

---

RECORD OF OVERSEAS SERVICE

NAME OF EMPLOYEE: BURKE WILLIAM P JR

EMPLOYEE SERIAL NO.: 01775

COMPLETED BY EMPLOYEE: X YES ☐ NO

TELEPHONE EXT.: 2271

SECRET (WHEN FILLED IN)

DO NOT FOLD, STAPLE, SPINDLE, OR MUTILATE

63-545-B-72

INSTRUCTIONS

THIS FORM MUST BE RETURNED WHETHER YOU HAVE HAD OVERSEAS SERVICE OR NOT.

PLEASE READ CAREFULLY INSTRUCTIONS ON ACCOMPANYING CARD, THEN FILL OUT THIS FORM AS ACCURATELY AS POSSIBLE.

DO NOT WRITE IN COLUMN 29-31	WHERE SERVICE WAS PERFORMED	PCS-1 TDY-2 (ENTER NO.) 32	FROM MO 33-34	FROM YR 35-36	TO MO 37-38	TO YR 39-40	SERVICE AS CIVILIAN-1 MILITARY-2 (ENTER NO.) 41	RESPONSIBLE U.S. GOV'T. DEPT. OR AGENCY	DO NOT WRITE IN COLUMN 42-44
310	Territory of Hawaii	1	05	45	10	45	2	US Marine Corps	540

IF ADDITIONAL SPACE IS NEEDED, CHECK HERE ☐ AND ASK YOUR ADMINISTRATIVE OFFICER FOR SUPPLEMENTAL CARDS

SECRET

FORM 1451

OCCUPATION: Housewife

(... unemployed, last two employers): Not employed. Once employed by Town & Country., N.O.La.

20. EMPLOYER'S OR BUSINESS ADDRESS (No., Street, City, State, Country): not employed

SECTION III CONTINUED TO PAGE 2

FORM 4-57 444b USE PREVIOUS EDITIONS.

SECRET

1958 doc

Per'l History Statement w/atts (1954)

14-00000

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE OF SPOUSE (From- and To-) BY MONTH AND YEAR
Sep 1942 - Dec 1945

22. BRANCH OF SERVICE
U S Marine Corps

23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED
U. S.

24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN
CIA, New Orleans Field Office, Sept 1947 to date.

SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

	1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
1	None		
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
2	1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
3	1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT
4	1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT

5. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES

SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? [ ] YES [X] NO

2. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? [X] YES [ ] NO IF YOU HAVE ANSWERED "YES," GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.

3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? [ ] YES [X] NO

4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.

5. WITHOUT REFERENCE TO YOUR SALARY, STATE OTHER SOURCES OF RECURRENT INCOME NOT INDICATED BY PRECEDING ITEMS.
Dividends on stocks, capital gains, interest, rents and an annuity.

SECTION V CONTINUED TO PAGE 3

SECRET
(When Filled In)

SECTION V CONTINUED FROM PAGE 2

1. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS:

NAME OF INSTITUTION	ADDRESS (City, State, Country)
Whitney National Bank	New Orleans, La.
Hibernia National Bank	" " "
National American Bank	" " "
National Bank of Commerce	" " "

2. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? [ ] YES [X] NO

3. IF YOU HAVE ANSWERED "YES" TO QUESTION 2 ABOVE, GIVE PARTICULARS, INCLUDING COURT AND DATE(S)

SECTION VI — CITIZENSHIP

1. COUNTRY OF CURRENT CITIZENSHIP: U. S.

2. CITIZENSHIP ACQUIRED BY - CHECK (X) ONE: [X] BIRTH [ ] MARRIAGE [ ] OTHER (Specify)

3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? [ ] YES [X] NO

4. GIVE PARTICULARS: - - -

5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION (First papers, etc.): - - -

SECTION VII — EDUCATION

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

[ ]	LESS THAN HIGH SCHOOL GRADUATE	[ ]	OVER TWO YEARS OF COLLEGE - NO DEGREE
[ ]	HIGH SCHOOL GRADUATE	[ ]	BACHELOR'S DEGREE
[ ]	TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE	[X]	GRADUATE STUDY LEADING TO HIGHER DEGREE
[ ]	TWO YEARS COLLEGE OR LESS	[ ]	MASTER'S DEGREE [ ] DOCTOR'S DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT: MAJOR	SUBJECT: MINOR	DATES ATTENDED: FROM	DATES ATTENDED: TO	DEGREE REC'D	DATE REC'D	SEM/QTR HRS. COMPLETED (Specify)
Loyola University of the South	Phil	Eng	1915	1919	AB	1919	?
Harvard Law School	Law		1920	1923	LLB	1923	?
Cambridge Univ., England	Eng	--	1923	1924	none	--	?
Tulane University Law School	Law		1924	1925	LLB	1925	?

3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED: FROM	DATES ATTENDED: TO	TOTAL HOURS
none				

4. MILITARY TRAINING (Full time duty at specialized schools such as Ordnance, Intelligence, Communications, etc.)

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED: FROM	DATES ATTENDED: TO	TOTAL WEEKS
Headquarters US Marine Corps	Military Law	Oct 1944	Feb 1945	about 12

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE: —

SECRET

SECRET
(When Filled In)

SECTION VIII — GEOGRAPHIC AREA KNOWLEDGE

1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT OTHER THAN ORGANIZATION EXPERIENCE. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE," INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY: RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
Cambridge, Eng.	Gonoral only	1923-4	X		X	

2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE

I attended Trinity College, Cambridge, for about nine months.

3. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE AS A RESULT OF ORGANIZATION ASSIGNMENT OR ACTIVITY.

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY: HDQTS ASSIGNMENT	FIELD ASSIGNMENT	TRAINING
None					

SECTION IX — TYPING AND STENOGRAPHIC SKILLS

1. TYPING (W.P.M.) 20 Y
2. SHORTHAND (W.P.M.) nono
3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM: GREGG | SPEEDWRITING | STENOTYPE | OTHER (*Specify*)
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (*Comptometer, Mimeograph, Card Punch, etc.*) None

SECTION X — SPECIAL QUALIFICATIONS

1. LIST ALL [illegible] INDICATE YOUR PROFICIENCY IN EACH
Golf, Fishing, Tennis, Badminton, Bridge, Piano. Proficiency - Fair.

2. INDICATE ANY SPECIAL QUALIFICATIONS RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK
None

3. EXCLUDING EQUIPMENT NOTED IN SECTION X, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHORT WAVE RADIO, MULTILITH, TURRET LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.
None

4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (*Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, etc.*), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF KNOWN.
Member of the Bar of Louisiana. Also licensed to practise before Federal Courts

5. FIRST LICENSE OR CERTIFICATE (*Year of issue*) 1926
6. LATEST LICENSE OR CERTIFICATE (*Year of issue*) 1958

SECRET

SECTION X CONTINUED FROM PAGE 4

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (*Do not submit copies unless requested*) INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (*Non-fiction, scientific articles, general interest subjects, novels, short stories, etc.*)

None

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED

None

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

None except public speaking incident to legal practise.

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.

None.

SECTION XI ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

1

1. INCLUSIVE DATES (*From- and To-*): Sep 1947 to Date
2. GRADE: GS 15
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: Office of Operations/ Contact Division/ N.O.
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION: 10 (inc. 3 WAEs)
5. OFFICIAL POSITION TITLE: Chief, New Orleans Field Office.
6. DESCRIPTION OF DUTIES:
Supervision and direction of professional and clerical employees. Carrying out policy and operational directives issued by headquarters. Maintaining liaison with other governmental agencies. Collecting and reporting positive foreign intelligence information. Appropriate duties incidental to the above.

2

1. INCLUSIVE DATES (*From- and To-*)
2. GRADE
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION
5. OFFICIAL POSITION TITLE
6. DESCRIPTION OF DUTIES

3

1. INCLUSIVE DATES (*From- and To-*)
2. GRADE
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION
5. OFFICIAL POSITION TITLE
6. DESCRIPTION OF DUTIES

4

1. INCLUSIVE DATES (*From- and To-*)
2. GRADE
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION
5. OFFICIAL POSITION TITLE
6. DESCRIPTION OF DUTIES

5

1. INCLUSIVE DATES (*From- and To-*)
2. GRADE
3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION
5. OFFICIAL POSITION TITLE
6. DESCRIPTION OF DUTIES

(*Use additional pages if required*)

14-00000

SECRET
(When Filled In)

SECTION XII — CHILDREN AND OTHER DEPENDENTS

1. NUMBER OF CHILDREN (*Including stepchildren and adopted children*) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING.	1 x	2. NUMBER OF OTHER DEPENDENTS (*Including spouse, parents, stepparents, sister, etc.*) WHO DEPEND ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, OR, CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING.	1

3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS

NAME	RELATIONSHIP	YEAR OF BIRTH	SEX M	SEX F	CITIZENSHIP	ADDRESS
Mrs Frances K Burke	wife	1906		x	US	6300 St. Charles Ave New Orleans 18, La.
Patricia W Burke	daughter	1937		x	US	" " " "

ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS

DATE COMPLETED	SIGNATURE OF EMPLOYEE

SECRET

14-00000

201
Doc 1947
doc
doc date,
26 may 1947

Form approved
Budget Bureau No. 50-2046

4257

APPLICATION FOR FEDERAL EMPLOYMENT

Standard Form 57 - June 1946
U. S. CIVIL SERVICE COMMISSION

INSTRUCTIONS.—Answer every question ... completely. Typewrite or print ... If you are applying for a ... Civil Service examination, read the announcement carefully and follow its directions. Mail this application to the office named in the announcement. Be sure to mail to the same office any other forms required by the announcement. Notify the office with which you file this application of any change in your address.

DO NOT WRITE IN THIS BLOCK
For Use of Civil Service Commission Only

Appor. / Nonappor.	Material: Submitted / Returned	Entered register:
Notations:	App. review: Approved:	

OPTION	GRADE	EARNED RATING	PREFERENCE	AUGM. RATING
			5 points (tent.)	
			10 points	
			Wife or Widow	
			Disab.	
			Being investigated	
INITIALS AND DATE				

APPLICATION FOR

1. Name of examination, or kind of position applied for:
2. Optional subject (if mentioned in examination announcement)
3. Place of employment applied for:

ANNOUNCEMENT No.

4. (First name) (Middle) (Maiden, if any) (Last)
William Patrick Burke, Jr.
5. Street and number or R. D. number:
6300 St. Charles Ave.
City or post office (including postal zone), and State:
New Orleans, La.
6. Legal or voting residence (State): Louisiana
7. Office phone: UP 1447 | Home phone: UP 1447
8. Place of birth (city and State; if born outside U. S., name city and country):
New Orleans, La.
9. Date of birth (month, day, year): 22 Oct. 1900
10. Age last birthday: 46
11. [X] Male [ ] Female
12. [X] Married [ ] Single
13. Height without shoes: 6'1½" Weight: 202 pounds

SELECTION No.

14. Have you ever been employed by the Federal Government? [X] Yes [ ] No
If now employed by the Federal Government, give present grade and date of last change in grade:
Major USMCR (inactive duty) 15 Aug. 1945

Indicate "Yes" or "No" answer by placing X in proper column	YES	NO
15. (a) Would you accept short-term appointment if offered, for— 1 to 3 months?		X
3 to 6 months?		X
6 to 12 months?		X
(b) Would you accept appointment, if offered— in Washington, D. C.?		X
anywhere in the United States?		X
outside the United States?		X

15. (c) If you will accept appointment in certain locations ONLY, give acceptable locations:
New Orleans, La.

(d) What is the lowest entrance salary you will accept: $ 8000.00 per year.
You will not be considered for positions paying less.

(e) If you are willing to travel, specify: [X] Occasionally [ ] Frequently [ ] Constantly

16. EXPERIENCE.—You are requested to furnish all information asked for below in sufficient detail to enable the Civil Service Commission and the appointing officers of agencies to determine your qualifications for the position for which you are applying. In the spaces provided below describe EVERY position you have held. Use a separate block for EACH position. You may also include any pertinent religious, civic, welfare or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Start with your PRESENT position and work back, accounting for all periods of unemployment. Explain clearly the principal tasks which you performed in each position. Describe your experience in the Armed Services in question 17, Military Experience.
(a) If you were ever employed in any position under a name different from that shown in Item 4 of this application, give under "Description of your work" for each position, the name used.
(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."

PRESENT POSITION

Dates of employment: (Month, year) From: To present time	Exact title of your present position: See appendix "A".
Place of employment (city and State):	Salary or earnings: Starting $ per; Present $ per
Name and address of employer (firm, organization, or person). If Federal, name department, bureau or establishment and division:	Description of your work:
Kind of business or organization (e. g., wholesale silk, insurance agency, mfr. of locks, etc.):	
Number and kind of employees supervised by you:	
Name and title of immediate supervisor:	
Reason for desiring to change employment:	

16—47790-3

(CONTINUED ON NEXT PAGE)

17. MILITARY EXPERIENCE.—In order to make [illegible] the training and experience that have [illegible] Armed Services [illegible] had no special or technical schools while in the service, write in Item (a) "No [illegible] service schools" and indicate in Item (c) all [illegible] in duty assignment, showing dates of such assignment.

(a) First Special Service School attended:

See appendix "B"

Location:

Dates attended (months, years):

From: To:

Rating received at end of this training:

(b) What were you taught in First Special Service School?

(c) Duty assignment or rating after this training (give all important changes in duty assignment whether or not you attended a Service School).

Dates of duty assignment (months, years):

From: To:

(d) What did you do during this duty assignment?

(e) Second Special Service School attended:

Location:

Dates attended (months, years):

From: To:

Rating received at end of this training:

(f) What were you taught in Second Special Service School?

(g) Duty assignment after this training:

Dates of duty assignment (months, years):

From: To:

(h) What did you do during this duty assignment?

List on a separate sheet of paper any additional experience, training, service, or special duty assignments during military service or hospitalization.

18. EDUCATION.—Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Mark (x) the appropriate box to indicate satisfactory completion of:

☐ Elementary School ☐ Junior High School ☒ Senior High School

(a) Give name and location of last high school attended: Jesuits High School, New Orleans, La.

(b) Subjects studied in high school which apply to position desired: English, History.

(c) Name and Location of College or University	Major	Dates Attended From—	To—	Years Completed Day	Night	Degrees Conferred Title	Date	Semester Hours Credit
Loyola University, N.O. La	A & S	1915	1919	x		AB	1919	?
Harvard Law School, Cambridge	Law	1920	1923	x		LLB	1923	?
Tulane University, N.O. La	Law	1924	1925	x		LLB	1925	?

(d) List Your Chief Undergraduate College Subjects	Semester Hours	List Your Chief Graduate College Subjects	Semester Hours
Philosophy, Eng. Science	?	Law and English Litt.	
		Spent year (1923-1924) at Trinity Coll.	
		Cambridge Univ. England in Eng. Litt.	
		research.	

(e) Other training such as vocational, business, [illegible] courses given through the Armed Forces Institute (show name and location of school), or in-service training in a Federal agency:

Judge Advocate General of Navy; USMC Institute

Subjects Studied	Dates Attended From—	To—	Hours Completed Day	Night
~~Military Justice~~	1944	1945	x	
~~Post-Exchange Actg.~~	"	"	x	

19. Indicate your knowledge of foreign languages.

	Reading Exc.	Good	Fair	Speaking Exc.	Good	Fair	Understanding Exc.	Good	Fair
French			x			x			

(a) How was your knowledge of foreign languages acquired?

School and private lessons

(b) If you have traveled or resided in any foreign countries, indicate (1) names of countries, (2) dates and length of time spent there and (3) reason or purpose (e.g. business, [illegible]):

England, France, Germany, Italy, Canada, etc. Study and recreation.

20. List any special skills you possess and machines and equipment you can use, such as operation of short wave radio, [illegible] comptometer, key-punch, turret lathe, scientific or professional devices.

Approximate number of words per minute in typing 40 shorthand

21. Are you now or have you ever been a licensed [illegible] member of any trade or profession such as pilot, electrician, radio operator, teacher, lawyer, CPA, etc.)

☒ Yes ☐ No Give kind of license and State: Lawyer; Louisiana

First license or certificate (year):

Latest license or certificate (year): Continuous.

22. Give any other qualifications not covered [illegible] (1) your more important publications (do NOT submit copies unless requested), (2) your patents or inventions, (3) public speaking and public relations experience, (4) membership in professional or scientific societies, etc.

Practising lawyer in New Orleans for about fifteen years; member New Orleans and Louisiana State Bar Associations.

14-00000

RECEIVED JUN 7 8 51 AM '47

23.	FULL NAME	BUSINESS OR HOME ADDRESS (Give complete address, including street and number)	BUSINESS OR OCCUPATION
1.	James Gilly, Jr.	V.P. Whitney National Bank, N.O.La	Banker
2.	Judge W. —. Westerfield	Court of Appeals, New Court House Bldg., N. O. La.	Judge
3.	Fred N. Ogden	American Bank Bldg. N. O. La.	Broker.

34. May inquiry be made of your present employer regarding your character, qualifications, etc.? ☐ Yes ☐ No Not employed.

Indicate "Yes" or "No" answer by placing X in proper column.	YES	NO
25. Are you a citizen of the United States?	X	
26. Do you advocate or have you ever advocated, or are you now, or have you ever been a member of any organization that advocates the overthrow of the Government of the United States by force or violence? If your answer is "Yes," give complete details in Item 38.		X
27. Within the past 12 months, have you habitually used intoxicating beverages to excess?		X
28. Since your 16th birthday have you ever been convicted, or ... or have you ever been ordered to deposit bail for the violation of any law, police regulation or ordinance (excluding minor traffic violations for which a fine of $25 or less was imposed)? If your answer is "Yes," list all such cases under Item 38 below. ...		X
29. Have you ever been discharged or forced to resign for misconduct or unsatisfactory service from any position? If your answer is "Yes," give in Item 38 the name and address of employer, date, and reason in each case.		X
30. Do you receive an annuity from the U. S. or D. C. Government under any retirement act or any pension or other compensation for military or naval service? If your answer is "Yes," give in Item 38 ...		X
31. Are you an official or employee of any State, Territory, county, or municipality? If your answer is "Yes," give details in Item 38.		X
32. Does the U. S. Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live or have lived within the past 24 months? If your answer is "Yes," give in Item 38 for EACH such relative ...		X
33. Have you ever had a nervous breakdown? If your answer is "Yes," give complete details in Item 38.		X
34. Have you ever had tuberculosis? If your answer is "Yes," give complete details in Item 38.		X

Indicate "Yes" or "No" answer by placing X in proper column.	YES	NO
35. Have you any physical defect or disability whatsoever? If your answer is "Yes," give complete details in Item 38.	X	
36. (a) Were you ever in the United States Military or Naval Service during time of War?	X	
(b) Is the word "honorable" or the word "satisfactory" used in your discharge or separation papers to show the type of your discharge or separation?	Inactive Reserve.	
(c) Was service performed on an active full time basis, with full military pay and allowances?	X.	

(d) Date of entry or entries into service	Date of separation or separations
8 Sept. 1942	Inactive duty 19 Dec. 1945
Branch of service (Army, Navy, M. C., C. G., etc.)	Serial No. (If none, give grade or rating at time of separation.)
USMCR	013458 Major USMCR

IF YOUR ANSWERS TO THIS QUESTION (No. 36) INDICATE THAT YOU ARE ENTITLED TO VETERAN PREFERENCE, SUCH PREFERENCE WILL BE CREDITED IN THE EXAMINATION. IF APPOINTED, YOU WILL BE REQUIRED TO SUBMIT TO THE APPOINTING OFFICER, PRIOR TO ENTRY ON DUTY, OFFICIAL EVIDENCE OF SEPARATION FROM YOUR LATEST PERIOD OF ACTIVE SERVICE IN THE ARMED FORCES OF THE UNITED STATES DURING TIME OF WAR. DO NOT SUBMIT PROOF OF DISCHARGE OR SEPARATION WITH THIS APPLICATION.

Indicate "Yes" or "No" answer by placing X in proper column.	YES	NO
37. (a) If you served in the U. S. Military or Naval Service during wartime ONLY, did you participate in a campaign or expedition and receive a campaign badge or service ribbon?		X
(b) Are you a disabled veteran?		X
(c) Are you the unmarried widow of a veteran?		X
(d) Are you the wife of a veteran who has service-connected disability?		X

IF YOUR ANSWER TO QUESTION 37 (a), (b), (c), OR (d) IS "YES" AND YOU WISH TO CLAIM VETERAN PREFERENCE, ATTACH TO THIS APPLICATION VETERAN PREFERENCE CLAIM (CIVIL SERVICE COMMISSION FORM 14) TOGETHER WITH THE NECESSARY PROOF SPECIFIED THEREIN.

THIS SPACE FOR USE OF APPOINTING OFFICE ONLY

The information contained in the answers to Question 36 above has been verified by comparison with the discharge certificate on .... 19.....

Signature .... Title ....

38. Space for detailed answers to questions; indicate item numbers to which answers apply.

ITEM No.		ITEM No.	
	35. Defective distant vision, corrected by glasses		

If more space is required, use paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.

FALSE STATEMENT ON THIS APPLICATION IS PUNISHABLE BY LAW (U. S. CODE, TITLE 18, SECTION 80).

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

Date 26 May 1947

Signature of applicant [signature]

(Sign your name in ink ... If female, prefix Miss or Mrs. and if married give your own given name ... Mary L. Doe")

WILLIAM P. BURKE

APPENDIX "A"

HISTORY OF EMPLOYMENT.
(Sec. 21 in Form [illegible]; Sec. 16 in USCSC Std. Form 57)

The following is a complete account of my business and professional activities since my return to New Orleans, from England, in the fall of 1924.

I had obtained a law degree from Harvard in [illegible], but, as the law of Louisiana differs in many important respects from the Common Law, I entered Tulane University Law School, in October 1924, to study Louisiana Civil Code subjects. In the afternoons I worked as a researcher for the law firm of Spencer, Gidiere, Phelps and Dunbar, (now Phelps, Dunbar, [illegible] and [illegible]) [illegible] United Fruit Co. Bldg., New Orleans, La.

In July [illegible] I received the degree of [illegible] from Tulane, passed the Louisiana Bar examinations, and entered practise as an associate of the firm named above. My salary was, as I recall it, $100.00 per month, plus 75% of the fees on the business which I originated. Such fees were negligible. My work consisted in research on matters assigned by members of the firm, and the handling of minor matters of litigation.

Among the clients of the Spencer firm was the New Orleans Bank & Trust Co., a small bank which had been organized a few years previously. In [illegible] the bank decided to open a Trust Department, and offered me the job of organizing and running it, at a salary of $[illegible].00 per year. I accepted, organized the department and operated it successfully until 1931. My work consisted in soliciting wills, trusts and custodianship accounts, investing the funds of beneficiaries, administering estates and handling receiverships.

In [illegible] the discount department of the New Orleans Bank & Trust Co. got into difficulties, and, for the protection of the depositors, the entire bank was taken over by the Interstate Trust & Banking Co., of New Orleans. No loss was suffered by any of the customers of the Trust Department. I became Assistant Trust Officer of the Interstate Bank, and could have remained there indefinitely, but I disliked the environment and the policies of the management, and I could see very little prospect for advancement, so I resigned when the trust accounts had been transferred.

In the fall of 1931 I organized a corporation which was to erect a moving-letter on Canal St., similar to the one on the Times Building in New York. Revenues were to be derived from the sale of advertising which was to be interspersed among news dispatches. It proved impossible, however, to sell sufficient contracts to make the operation profitable, and I liquidated the corporation in the early part of [illegible].

Two of my classmates at Tulane, Eberhard [illegible]. Deutsch and R. [illegible] Kerrigan had been practising law together since graduation, and were becoming quite successful. They asked me to join them, and, in the summer of [illegible], I became a member of the firm of Deutsch, Kerrigan & Burke. For the next five years we engaged in the general civil practise of law in all City, State and Federal Courts. Among others, we represented the [illegible] Engineering Co., the Item Co., Ltd., publisher of one of the local daily papers, the Standard Dredging Co., and a number of insurance companies, and local corporations and individuals.

My work covered the whole field of civil corporate and individual practice: the preparation of pleadings, interviewing witnesses, conducting litigation, writing briefs, arguing cases in the instant and appellate courts, examining titles, administering estates, handling taxation matters, etc. My income averaged approximately $[illegible].00 per annum.

I resigned from the firm in [illegible] and continued practise, as an individual, with offices in the Canal Bank Building, until I entered military service in [illegible]. My income during that period varied between five and eight thousand dollars.

I was on active duty in the U.S. Marine Corps from September [illegible] to December 1945. While I was overseas my mother died, leaving a considerable estate. I was named executor in her will, and, after my return, I spent several months in administering

the estate, transfering the securities and working out some rather complicated taxation matters.

I had decided, while in service, that I did not want to return to active law practise. The clients I had had before the war were being adequately served by other attorneys, and it would have meant starting all over again from scratch. I did not want to do that, so I began looking for a business in which I could invest capital and my services. Naturally, I have found quite a few, but none, as yet, which meets my requirements.

I am a member of the Board of Directors of the following corporations: The National Service & Appraisal Co., of Chicago, Ill., which is in the credit reporting business; the Cahill Realty Co., of St. Louis, Mo., a family real estate company; The Equitable Real Estate Co., Ltd., of New Orleans; and Miracle Services, Inc., a company which some of my associates and I organized recently to operate "Launderettes" in this territory.

I have been active in Civic matters, acting as team captain in drives of the Community Chest, and have taken part in drives by the Red Cross, the Anti-Tuberculosis Society, the Cancer Society, etc. I am a member of the Board of the Children's Bureau, a Chest agency, and a member of its finance committee.

APPENDIX "B"

MILITARY SERVICE.

(Sec. 16 in Form 2205; Sec. 17 in USCSC Std. Form 57)

In the spring of 1942 the war came pretty close to New Orleans. There were submarines in the Gulf, tankers were being torpedoed as they left the river, and the hospitals were filled with horribly burned seamen. I was anxious to do what I could, but I felt that at my age there was little hope of taking an active part. I became an Air Raid Warden, and helped sell some War Bonds, and I thought that was about all I would be able to do.

Then the Marine Corps came out with an announcement that commissions were open in Aviation Intelligence to men up to 45 years of age. I saw the Recruiting Officer, and he recommended me for such a commission. Nothing happened for some time, so when I was next in Washington on business I went to Marine Corps Headquarters and looked up Colonel Welford, whom I had known in New Orleans.

He ascertained that Aviation Intelligence was filled up, but stated that he would be glad to have me in the Recruiting Division, and that I might transfer to Aviation Intelligence later on. I was delighted to get into the Marine Corps, and accepted a commission as Captain on 8 September 1942.

After an indoctrination course at Quantico, Va., I was ordered to San Antonio, Tex., as assistant recruiting officer. I remained there for three months, devoting most of my time to the Student Officer procurement program in the various Texas colleges.

In December, 1942, the Marine Corps, which had, prior to that time, been an exclusively volunteer organization, was placed under the Selective Service System, and Marine Corps Headquarters decided to follow the lead of the Navy and appoint a Marine officer as liaison to each state Selective Service Headquarters. I was one of those appointed, and was ordered to Raleigh, N.C. on 12 January 1943.

The post at Raleigh was one of some importance because of the large Marine Corps bases at New River, Cherry Point and Edenton, at which over one hundred thousand Marines were in training, and at which construction and maintenance programs involving several hundred millions of dollars were in operation. It was my duty to supervise the induction of all North Carolina selectees who were assigned to the Marine Corps through the Selective Service System, and to represent the various Marine Corps installations in their dealings and disputes with local draft boards concerning the deferment of about five thousand civilian employees.

In addition, I took an active part in the administration of the Selective Service Headquarters in Raleigh and throughout the state, interviewing registrants, their employers and dependents, advising local and appeal boards, setting up replacement schedules for various industries and passing on the merits of about eleven thousand appeals.

The work was interesting and productive, and living in Raleigh was certainly "good duty", but I had never lost my desire for overseas duty and made two attempts to transfer to Aviation, both of which were unsuccessful. Then, in September 1944 I heard that Marine Divisions overseas were badly in need of Legal Officers, and I immediately applied for transfer. I was ordered to Headquarters for indoctrination, and, after a tour of duty in the office of the Judge Advocate General of the Navy, I was sent to Camp Lejeune in February 1945 for further training. In April 1945 I sailed from San Francisco, and in May I joined the Fourth Marine Division, Fleet Marine Force, Pacific, at Maui, as Division Legal Officer. I continued in that post until the war ended and I procured a transfer to the inactive list.

A Marine Division consists of approximately 1[illegible],000 men. The Division Legal Officer is directly responsible to the Commanding General for the administration of military justice throughout the command, and supervises the work and findings of all General, Summary and Deck Courts, as well as those of all Boards of Investigation and Courts of Inquiry. He advises the Commanding General on the action to be taken as Convening Authority or Immediate Superior in Command. In addition he advises the Commanding General and Chief of Staff on all legal matters arising out of contact with natives, with civilian and military authorities and with the owners of training areas

14-00000

WILLIAM P. BURKE

APPENDIX "B"

used by the troops. Moreover, he acts as Legal Assistance Officer to the Division, which involved, during my term of office, the giving of legal advice and service to about eight hundred individuals.

I returned to the United States on 25 October 1945, and completed my terminal leave on 19 December 1945.

During my term of service my superiors rendered reports on my fitness each ninety days. All of these reports were favorable, and many of them contained commendations. I was promoted to Major in August 1945, to rank from May 1943, and I hold a permanent commission as Major in the Reserve. My file number is 013458.

Rec. rec'd 6 Jan 1957

14-00000

SECRET
(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER. Consult current instructions for completing this report.

FOR THE SUPERVISOR. This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8 of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
BURKE, William P., Jr.	22 Oct 1900	M	OC

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
Operations/Contact/New Orleans Office	IO (Contact) (Ch)

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-15	9 September 1957	9/9/56 - 9/8/57

10. TYPE OF REPORT (Check one): [ ] INITIAL [X] ANNUAL [ ] REASSIGNMENT-SUPERVISOR [ ] REASSIGNMENT-EMPLOYEE [ ] SPECIAL (Specify)

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [ ] HAS [X] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:
Subject is stationed in Louisiana.

A. CHECK (X) APPROPRIATE STATEMENTS:

X	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify)
	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
31 Oct 57	E. M. Ashcraft (signature)	Chief, Contact Division

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

Posted Pos. Control BY GW DATE 11-1-57
Reviewed by PLC Rett 11/4/57

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
31 Oct 1957	George G. Carey (signature)	Assistant Director for Operations

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: 5

1 - DOES NOT PERFORM DUTIES ADEQUATELY. HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET
(When Filled In)

OFFICE OF PERSONNEL
MAY 12 3 36 PM '57
MAIL ROOM

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:
a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (*do not rate as supervisors those who supervise a secretary only*).
d. Compare, in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	*HAS AND USES AREA KNOWLEDGE*	*CONDUCTS INTERROGATIONS*
GIVING LECTURES	*DEVELOPS NEW PROGRAMS*	*PREPARES SUMMARIES*
CONDUCTING SEMINARS	*ANALYZES INDUSTRIAL REPORTS*	*TRANSLATES GERMAN*
WRITING TECHNICAL REPORTS	*MANAGES FILES*	*DEBRIEFING SOURCES*
CONDUCTING EXTERNAL LIAISON	*OPERATES RADIO*	*KEEPS BOOKS*
TYPING	*COORDINATES WITH OTHER OFFICES*	*DRIVES TRUCK*
TAKING DICTATION	*WRITES REGULATIONS*	*MAINTAINS AIR CONDITIONING*
SUPERVISING	*PREPARES CORRESPONDENCE*	*EVALUATES SIGNIFICANCE OF DATA*

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER
1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

Specific Duty	Rating Number	Specific Duty	Rating Number
SPECIFIC DUTY NO. 1: Management of domestic field office	6	SPECIFIC DUTY NO. 4: Obtaining the effective support of non-governmental sources and contacts in his area	6
SPECIFIC DUTY NO. 2: Analysis of assigned area for intelligence potential	6	SPECIFIC DUTY NO. 5: Liaison with Federal and local agencies and officials in his area	4
SPECIFIC DUTY NO. 3: The planning and carrying out of effective intelligence collection	6	SPECIFIC DUTY NO. 6: Support of other elements of CIA in his area	3

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Complete integrity; knowledge of area, familiarity with source potentials and attitudes, ability to obtain close cooperation of non-governmental sources at high level; loyalty to staff. Somewhat inclined to take legalistic approach to relationships with other elements of CIA and other IAC local representatives, with consequent loss of flexibility.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....*productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents*....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 6

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☒ NO. IF YES, EXPLAIN FULLY:

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
BURKE William P., Jr.	22 Oct 1900	M	OC

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
Operations/Contact/New Orleans Office	IO (Contact)

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-15	9 September 1957	9/9/56 - 9/8/57

10. TYPE OF REPORT (Check one): INITIAL [ ] ; ANNUAL [X] ; REASSIGNMENT-SUPERVISOR [ ] ; REASSIGNMENT-EMPLOYEE [ ] ; SPECIAL (Specify) [ ]

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
31 Oct 57	E. M. Ashcraft (signature)	Chief, Contact Division

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
31 Oct 57	George G. Carey (signature)	Assistant Director for Operations

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: **2**

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [X] Yes [ ] No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	3	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	3	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

FORM NO. 45 (Part II) 1 NOV 55 — REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45A WHICH ARE OBSOLETE. SECRET Potential (4)

SECRET
(When Filled In)

OFFICE OF PERSONNEL NOV 1 1965 (stamp)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

80

4. COMMENTS CONCERNING POTENTIAL

He is willing to leave the New Orleans area for an overseas tour, but not for duty in Washington. Since his background has been entirely in the general collection field, and since he has no substantive training, it is difficult to conceive of such an overseas position. He is eminently suited to continue in his present assignment.

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

No further training or experience planned or considered necessary, with the exception of periodic meetings of the CD/OO field chiefs.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

See Section G(4) above.

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER

- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

SECRET
(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
[redacted] William P., Jr.	22 Oct 1900	M	OC

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
Operations/Contact/New Orleans Office	IO (Contact)

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-15	9 September 1956	9/9/55 - 9/8/56

10. TYPE OF REPORT (Check one)

	INITIAL		REASSIGNMENT SUPERVISOR	SPECIAL (Specify)
X	ANNUAL		REASSIGNMENT EMPLOYEE	

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [ ] HAS [X] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:
Subject is stationed in Louisiana.

A. CHECK (X) APPROPRIATE STATEMENTS:

X	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
7 Nov 56	E M Ashcraft E. M. ASHCRAFT	Chief, Contact Division

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY [illegible] DATE 11-13-56
Posted For. Cont.
Reviewed By [illegible] 11/15

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
8	George G. Carey GEORGE G. CAREY	Assistant Director for Operations

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: **5**

1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE. ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

SECRET
(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

a. State in the spaces below up to six of the more important SPECIFIC duties performed during the rating period. Place the most important first. Do not include minor or unimportant duties.

b. Rate performance on each specific duty considering ONLY effectiveness in performance of that specific duty.

c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).

d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.

e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.

f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	*HAS AND USES AREA KNOWLEDGE*	*CONDUCTS INTERROGATIONS*
GIVING LECTURES	*DEVELOPS NEW PROGRAMS*	*PREPARES SUMMARIES*
CONDUCTING SEMINARS	*ANALYZES INDUSTRIAL REPORTS*	*TRANSLATES GERMAN*
WRITING TECHNICAL REPORTS	*MANAGES FILES*	*DEBRIEFING SOURCES*
CONDUCTING EXTERNAL LIAISON	*OPERATES RADIO*	*KEEPS BOOKS*
TYPING	*COORDINATES WITH OTHER OFFICES*	*DRIVES TRUCK*
TAKING DICTATION	*WRITES REGULATIONS*	*MAINTAINS AIR CONDITIONING*
SUPERVISING	*PREPARES CORRESPONDENCE*	*EVALUATES SIGNIFICANCE OF DATA*

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, as the case of a radio operator.

OFFICE OF PERSONNEL
NOV 13 2 23 PM '56
MAIL ROOM

DESCRIPTIVE RATING NUMBER

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY	RATING NUMBER	SPECIFIC DUTY	RATING NUMBER
SPECIFIC DUTY NO. 1: Management of domestic field office.	6	SPECIFIC DUTY NO. 4: Obtaining the effective support of non-governmental sources and contacts in his area.	6
SPECIFIC DUTY NO. 2: Analysis of assigned area for intelligence potential.	6	SPECIFIC DUTY NO. 5: Liaison with Federal and local agencies and officials in his area.	4
SPECIFIC DUTY NO. 3: The planning and carrying out of effective intelligence collection.	6	SPECIFIC DUTY NO. 6: Support of other elements of CIA in his area.	3

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

The ability to obtain high degree of cooperation from important industrial and educational sources in his area; ability to plan and direct the operations of his office with efficiency and exceptionally high standards; complete integrity. This integrity, coupled with a somewhat legalistic approach to many problems, tends to make him somewhat inflexible in his approach to the sometimes unusual requirements of Intelligence, particularly when they concern clandestine matters.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....*productivity, conduct on the job, pertinent personal characteristics or habits, special defects or talents*....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 6

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? [ ] YES [X] NO. IF YES, EXPLAIN FULLY:

SECRET

14-00000

SECRET

(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
BURKE William P., Jr.	22 Oct 1900	M	OC

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
Operations/Contact/New Orleans Office	IO (Contact)

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-15	9 September 1956	9/9/55 - 9/8/56

10. TYPE OF REPORT (Check one): INITIAL; [X] ANNUAL; REASSIGNMENT-SUPERVISOR; REASSIGNMENT-EMPLOYEE; SPECIAL (Specify)

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
7 Nov 56	E. M. Ashcraft (signature) E. M. ASHCRAFT	Chief, Contact Division

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
8 ... 1956	George G. Carey (signature) GEORGE G. CAREY	Assistant Director for Operations

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: 2

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [X] Yes [ ] No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER

0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	3	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	3	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	3	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

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(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

70

OFFICE OF PERSONNEL

4. COMMENTS CONCERNING POTENTIAL

He has indicated his unwillingness to leave the New Orleans area, he is eminently fitted to continue in his present job and, with the possible exception of logistics, it is difficult to conceive of another area in CIA to which he would readily adapt.

MAIL ROOM

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

No further training or experience planned or considered necessary, with the exception of periodic meetings of the CD/OO field chiefs.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

See Section G (4) above.

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER

X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
3	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	5	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
5	4. IS ANALYTIC IN HIS THINKING	3	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15 RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
4	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	5	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	3	27. IS VERSATILE
5	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	5	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
5	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

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(When Filled In)

FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It seeks to provide:
1. The agency selection board with information of value when considering the application of an individual for membership in the career service; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

CODED

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

annual 9-9-56 next report due

Posted Pos. Control BY WLR DATE OCT 18 1955

Reviewed by FID [illegible] 10/20/55

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON RATED

SECTION I (To be filled in by Administrative Officer)

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. CAREER DESIGNATION
BURKE, William P., Jr.	22 Oct 1900	M	✓ OC

5. DATE OF ENTRANCE ON DUTY	6. OFFICE ASSIGNED TO	7. DIVISION	8. BRANCH
9 September 1947	Operations	Contact	New Orleans Office

9. NATURE OF ASSIGNMENT	10. IF FIELD, SPECIFY STATION:	11. GRADE
[ ] DEPARTMENTAL [X] FIELD	New Orleans, Louisiana	GS-15

12. DATE THAT THIS REPORT IS DUE	13. PERIOD COVERED BY THIS REPORT (Inclusive dates)
9 September 1955	9/9/54 - 9/8/55

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
Chief, New Orleans Office GS-0132.21-15	19 September 1948

3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency):

The active management of a major domestic field office. This includes: (1) the supervision and direction of the professional and clerical personnel of that office; (2) within the broad directives of the Contact Division, the assessment of the intelligence capability of his assigned area, the conduct of methodical exploitation of the intelligence sources within his area, and the maintenance of close and effective relationship with Contact Division Headquarters for the purpose of directing local exploitation along the lines of current requirements and priorities; (3) the effective support of all elements of the Agency, required within his area; and (4) the maintenance of all Federal, State and local liaisons necessary to the accomplishment of his mission.

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report [ ] has [✓] has not been shown to the individual rated.

THIS DATE	NAME AND SIGNATURE OF RATER (Employee's immediate supervisor)
5 October 55	E M Ashcraft — E. M. ASHCRAFT

I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum)

THIS DATE	NAME AND SIGNATURE OF REVIEWING OFFICIAL (Official next higher in line of authority)
6 Oct 55	George G. Carey — GEORGE G. CAREY

FORM NO. 45 1 JAN 55 REPLACES PREVIOUS EDITIONS OF THIS FORM WHICH MAY BE USED.

SECRET (4)

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SECRET
(When Filled In)

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left-hand side of the page below are a series of statements that apply in some degree to most people. On the right-hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at each statement on the left; then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have a definite opinion that the description is not at all suited to the individual.

OFFICE OF PERSONNEL
OCT 14 2 05 PM '55
MAIL ROOM

STATEMENTS	NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE			APPLIES TO A REASONABLE DEGREE			APPLIES TO AN ABOVE AVERAGE DEGREE			APPLIES TO AN OUTSTANDING DEGREE		
SAMPLES: A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X											
SAMPLES: B. PRACTICAL.										X				
1. A GOOD REPORTER OF EVENTS.											X			
2. CAN MAKE DECISIONS ON HIS OWN, WHEN NEED ARISES.											X			
3. CAUTIOUS IN ACTION.												X		
4. HAS INITIATIVE.											X			
5. UNEMOTIONAL.								X						
6. ANALYTIC IN HIS THINKING.												X		
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.											X			
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.								X						
9. HAS SENSE OF HUMOR.										X				
10. KNOWS WHEN TO SEEK ASSISTANCE.										X				
11. CALM.								X						
12. CAN GET ALONG WITH PEOPLE.							X							
13. MEMORY FOR FACTS.											X			
14. GETS THINGS DONE.												X		
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.											X			
16. CAN COPE WITH EMERGENCIES.												X		
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.													X	
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.											X			
19. HAS WIDE RANGE OF INFORMATION.												X		
20. SHOWS ORIGINALITY.											X			
21. ACCEPTS RESPONSIBILITIES.											X			
22. ADMITS HIS ERRORS.								X						
23. RESPONDS WELL TO SUPERVISION.									X					
24. EVEN DISPOSITION.								X						
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.											X			

SECRET

26. CAN THINK ON HIS FEET.											X			
27. COMES UP WITH SOLUTIONS TO PROBLEMS.									X					
28. STIMULATING TO ASSOCIATES; A "SPARK PLUG".										X				
29. TOUGH MINDED.											X			
30. OBSERVANT.												X		
31. CAPABLE.												X		
32. CLEAR THINKING.											X			
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.											X			
34. EVALUATES SELF REALISTICALLY.	X													
35. WELL INFORMED ABOUT CURRENT EVENTS.												X		
36. DELIBERATE.											X			
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.										X				
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.							X							
39. THOUGHTFUL OF OTHERS.									X					
40. WORKS WELL UNDER PRESSURE.										X				
41. DISPLAYS JUDGEMENT.											X			
42. GIVES CREDIT WHERE CREDIT IS DUE.											X			
43. HAS DRIVE.											X			
44. IS SECURITY CONSCIOUS.													X	
45. VERSATILE.										X				
46. HIS CRITICISM IS CONSTRUCTIVE.										X				
47. ABLE TO INFLUENCE OTHERS.											X			
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.												X		
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.												X		
50. A GOOD SUPERVISOR.												X		

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Complete integrity, high standards of behavior and accomplishment, the ability to induce cooperation at a high level, experience in domestic collection.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

Somewhat inflexibly high moral and ethical standards.

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(When Filled In)

OFFICE OF PERSONNEL
OCT 14 2 05 PM '55
MAIL ROOM

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS.

Integrity and general competence.

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? [X] NO [ ] YES. IF YES, WHY?

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

None, beyond periodic visits to Division headquarters.

F. OTHER COMMENTS (Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):

See B above.

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A,B,C,&D

A. *DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.*

- [ ] 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- [ ] 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- [ ] 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- [ ] 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- [X] 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- [ ] 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? [X] NO [ ] YES. IF YES, WHAT?

C. *DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the agency.*

- [ ] 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY ..WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.
- [ ] 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRKED BY RESTRICTIONS...REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- [ ] 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY..BOTHERED BY MINOR FRUSTRATIONS.. WILL QUIT IF THESE CONTINUE.
- [ ] 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT ... HAS "WAIT AND SEE" ATTITUDE..WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- [ ] 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY ..MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY..THINKS IN TERMS OF A CAREER IN THE AGENCY.
- [ ] 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY..BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
- [X] 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY ..WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.

B. *DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.*

- [ ] 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- [ ] 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- [ ] 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- [ ] 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- [ ] 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- [ ] 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

None applicable. He is capable of greater responsibilities in certain areas

D. *DIRECTIONS: Consider everything you know about this person in making your rating..skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.*

- [ ] 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- [ ] 2. OF DOUBTFUL SUITABILITY..WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- [ ] 3. A BARELY ACCEPTABLE EMPLOYEE..DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- [ ] 4. A TYPICAL EMPLOYEE..HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.
- [X] 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- [ ] 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
- [ ] 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

SECRET

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ISSUED IN LIEU OF FORM 50

NATURE OF ACTION CHANGE IN OCCUPATIONAL CODE AND/OR TITLE.

EFFECTIVE DATE 31 MARCH 1955

POSITION TITLE	NEW CODE	NAME	POSITION NUMBER
IO-CONTACT-CH	GS-0132.21	BURKE WILLIAM P JR	K 195 10177

POSTED
MAY 16 1955

APPROVED HARRISON G. REYNOLDS
DIRECTOR OF PERSONNEL

SECRET

14-00000

WILLIAM P. BURKE
Post Office Box 1016
New Orleans, La.

6 December 1954

Mr. C. F. Camp
Chief, Personnel Procurement
Central Intelligence Agency
Washington 25, D. C.

Dear Mr. Camp:

I am today in receipt of your letter of 1 December 1954 concerning Mr. Clapp's visit and Mr. McBride.

I was not in New Orleans at the time when Mr. Clapp was here and accordingly did not have the pleasure of seeing him.

I am sorry that Mr. Clapp did not succeed in making contact with Mr. McBride. If I happen to learn of a more recent address of Mr. McBride, I shall pass the information on to you.

Very truly yours,

[signature]

William P. Burke

WPB/gn

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DD/P - 1-1931-b

SEP 16 1954

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: Commendation of DD/I Personnel

1. For the past several months my office has had an urgent and a continuing need for intelligence about Guatemala -- for intelligence in such variety that at one time or another almost every DD/I component contributed.

2. Each of them -- offices as well as individuals within the DD/I area -- responded with a highly impressive alacrity and completeness. Their contributions were thorough in their coverage and fast in their preparation.

3. It is difficult to cite the work of particular individuals and components of DD/I, because much inconspicuous but essential labor must never have come to my attention. Risking the chance that such work might unfairly go unrecognized, I nevertheless believe that the work of the following individuals and units deserves special recognition:

John M. Armstrong, Milton H. Brown, Archie C. Bush and David L. Campa, OCI.

Miss Dorothy A. Brandao, William P. Burke, Hunter C. Leake and Lloyd A. Ray, New Orleans field office, OO/C.

William Buchanan, Kansas City field office, OO/C.

Miss Betty Didcoct and David F. Maley, Geography Division, ORR.

Norman E. Greenawalt, Charles D. Stockton, Milton S. Venezky and Robert J. Voskuil, Cartography Division, ORR.

Zygmund Lenchert, Richard V. Shamp and John E. Wilson, Photo Intelligence Division, ORR.

Harry A. McCrea and David R. McLean, OO/C.

Lawrence Snitzer, New York field office, OO/C.

SECRET

SECRET

Office of Research and Reports which put its major resources at our disposal. ORR's geographic research area freely gave us the time of trained cartographers and interpreters. Without their skills, and the endless hours they applied those skills for us, our operations would have been most difficult. ORR's economic research area contributed less only because we asked for less; economic intelligence was not as vital as geographic intelligence to this operation. In addition, the major economic contribution was recognized and commended in my 7 June 1954 memorandum to you.

Foreign Broadcast Information Division which monitored Guatemalan and related broadcasts with more than its usual care, and, among other special activities, arranged a direct wire service so that our field headquarters unit received the monitored broadcasts immediately. The entire division turned to its task with such unity that singling out for commendation the work of any of its people is impossible.

Foreign Documents Division which gave us translations quickly and in the priority needed. Its service was the more remarkable for its lack of a Western Hemisphere unit. Initiative, flexibility, and willingness were substituted for this organizational lack.

Contact Division which provided a wide variety of services we requested, and on its own initiative proposed other useful services. It re-doubled collection of Central American intelligence information by its net-work of domestic field stations, it carefully watched the southern ports of entry into the United States on a 24-hour day basis, it provided us with commercial news clipping services and the texts of news broadcasts, and it located, surveilled and in many cases interviewed Guatemalans within the United States in whom we were interested.

CIA Library, especially its Book Branch. All components, however contributed. Its clipping service was reliable, alert, and keen to render maximum service. The Information Section promptly handled numerous spot requests and gave resourceful assistance well beyond the confines of its routine duties. The Book Branch surveyed periodical and scholarly literature meticulously, and thus uncovered much information useful to a psychological campaign.

Graphics Register whose Photo Branch and Film Branch both gave services much beyond the normal course of duty, and showed ingenuity in locating and preparing special materials.

FRANK G. WISNER
Deputy Director (Plans)

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SECURITY INFORMATION

SEP 28 1954
BY: [illegible] DATE

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last)	(First)	(Middle)	2. GRADE	3. POSITION TITLE
BURKE,	William	P., Jr.	GS-15	Intelligence Officer (Chief) CD-OO

4. OFFICE	STAFF OR DIVISION	BRANCH	DEPT'L. / FIELD	IF FIELD, SPECIFY STATION
DDI/OO	Contact	New Orleans	[x] FIELD	

5. PERIOD COVERED BY REPORT From 9/9/53 To 9/8/54

6. TYPE OF REPORT: [ ] Initial [X] Annual [ ] Special [ ] Reassignment [ ] Reassignment of Supervisor

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

General and detailed supervision, direction and support of the activities of personnel attached to the New Orleans Office, with a view to insuring the highest standard of professional and clerical performance and the most complete coverage of the area within this office's jurisdiction. Interpretation and implementation of policies originated by higher echelons. Maintenance of liaison with field installations of other IAC agencies for the purpose of effecting coordination of domestic intelligence collection. Collection and reporting of positive foreign intelligence information from domestic nongovernmental sources. Provision of support to other components of CIA.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
None			

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

In the type of work in which I am presently engaged.

10.

31 August 1954 — DATE

W P Burke Jr — SIGNATURE

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

He performs these duties conscientiously and efficiently.

FORM NO. 37-151
MAY 1952

SECRET

(Over) (4)

14-00000

SECRET

SECURITY INFORMATION

OFFICE OF PERSONNEL

SEP 28 10 55 AM '54

MAIL ROOM

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

By the maintenance of his office and official relationships in an area of peculiar traditional independence and integrity, on a firm and high level.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR IMPROVEMENT?

To continuing his present efforts to reach a broader understanding of the whole intelligence problem, both within CIA and in the IAC complex. To a more tolerant approach to support problems.

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

He is capable of greater responsibilities now.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

No.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

None, other than periodic visits to OO/C headquarters.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

24 Sept. 54 — DATE

[signature] — SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in item 20.)

27 Sept '54 — DATE

George G. Carey — SIGNATURE OF REVIEWING OFFICIAL

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

14-00000

CONFIDENTIAL
SECURITY INFORMATION

PLEASE READ INSTRUCTION SHEET BEFORE PREPARING THIS FORM

STATEMENT OF FEDERAL CIVILIAN AND MILITARY SERVICE

BURKE, William P. Jr.

OFFICE: OO	DIVISION: Contact
BRANCH:	SECTION: New Orleans Off.

I. FEDERAL CIVILIAN SERVICE (BEGIN WITH THIS AGENCY AND FOLLOW IN REVERSE CHRONOLOGICAL ORDER)

AGENCY	LOCATION	FROM			TO			TOTAL SERVICE		
		DA.	MO.	YR.	DA.	MO.	YR.	DA.	MO.	YR.
Central Intelligence Agency	New Orleans, La.	✓	9	1947	5	1	51	27	3	4
Total Civilian Service										

OK
SCD 9/1/51

II MILITARY SERVICE (INCLUDE ONLY PERIODS OF ACTIVE DUTY; DO NOT INCLUDE TERMINAL LEAVE)

BRANCH OF SERVICE	FROM			TO			TOTAL SERVICE		
	DA.	MO.	YR.	DA.	MO.	YR.	DA.	MO.	YR.
U S Marine Corps (Reserve)	8	9	1942	31	10	1945	26	1	1
Total Military Service							26	1	1

III CERTIFICATION

I hereby certify that the above Civilian and Military service is complete and accurate to the best of my knowledge.

11 Dec 1951.
DATE

W. P. Burke Jr.
SIGNATURE OF EMPLOYEE

IV REMARKS: (CONCERNING ABOVE SERVICE)

MAY BE CONTINUED ON NON-DETACHABLE REVERSE SIDE

V FOR PERSONNEL OFFICE USE ONLY

TOTAL CREDITABLE SERVICE

DAYS	MONTHS	YEARS
23	5	9

1. Agency and organizational designation	2. Pay roll period	3. Block No.	4. Slip No.
CENTRAL INTELLIGENCE AGENCY OO - Contact—New Orleans Office	[illegible]	4238	

5. Employee's name	6. Grade and salary
Mr. William P. Burkes Jr	G-15 $10,750.00

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	TAX	RET.	BOND			NET PAY
7. Previous normal										
8. New normal										
9. Pay this period										

10. Remarks:

PURSUANT TO DCI DIRECTIVE
EFFECTIVE 24 OCT. 1951
SALARY ADJUSTED TO $ 11,800.00

11. Appropriation(s)

12. Prepared by

13. Audited by

☒ Periodic step-increase. ☐ Pay adjustment ☐ Other step-increase

14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. (a) Efficiency rating is good or better than good and service and conduct requirements certified: (b) (Signature of Other Authentication)	19. Suspense date
9/26/51	3/17/50	$10,750.00	$11,000.00	[signature]	10/12/51

20. LWOP date (Fill in appropriate spaces covering LWOP during following periods) (Check applicable box in case of excess LWOP)

Period(s):

☐ In pay status at end of waiting period.
☐ In LWOP status at end of waiting period.

☒ No excess LWOP. Total excess LWOP ______ Initials of Clerk

STANDARD FORM NO. 1126a
Form prescribed by Comp. Gen., U. S.
Feb. 3, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

10/1/51

U. S. GOVERNMENT PRINTING OFFICE

NOTICE OF CHANGE IN POSITION SLOTTING AND OR CHANGE IN POSITION DESIGNATION

NO CHANGE IN GRADE IS INVOLVED

DATE OF T O APPROVAL 6 FEB 1952
EFF DATE OF POSITION SLOTTING 24 MARCH 52

OO CONTACT DIVISION

NAME & TITLE	PERSONS GRADE SERIES			POSITION NUMBER
BURKE WILLIAM P IO CHIEF	GS	132	15	K195
RAY LLOYD ANTHONY INTEL OFFICER	GS	132	14	K196
LEAKE HUNTER C II INTEL OFFICER	GS	132	14	K19601
BRANDAO DOROTHY A ADM ASSISTANT	GS	301	7	K197
LATNO JOAN MCT INTEL OFFICER	GS	132	7	K198
NAGEL GERTRUDE G SECRETARY STENO	GS	318	5	K199
DUFFY GLADYS E SECRETARY STENO	GS	318	5	K19901
ANDERSON MAY HELEN CLERK STENOGRAPHER	GS	312	4	K200

HOUSTON OFFICE

NAME & TITLE	PERSONS GRADE SERIES			POSITION NUMBER
RISCHE ERNEST A IO CHIEF	GS	132	15	K201
HAYNES BEN P INTEL OFFICER	GS	132	14	K202
IVES GEORGE O INTEL OFFICER	GS	132	13	K203

CONFIDENTIAL

Public Law 513, approved May 13, 1950, 81st Congress (2nd Session), is quoted verbatim herewith:

"AN ACT

"To enhance further the security of the United States by preventing disclosures of information concerning the cryptographic systems and the communications intelligence activities of the United States.

"BE IT ENACTED BY THE SENATE AND HOUSE OF REPRESENTATIVES OF THE UNITED STATES OF AMERICA IN CONGRESS ASSEMBLED. That whoever shall knowingly and willfully communicate, furnish, transmit, or otherwise make available to an unauthorized person, or publish, or use in any manner prejudicial to the safety or interest of the United States or for the benefit of any foreign government to the detriment of the United States any classified information (1) concerning the nature, preparation, or use of any code, cipher, or cryptographic system of the United States or any foreign government or (2) concerning the design, construction, use maintenance, or repair of any device, apparatus, or appliance used or prepared or planned for use by the United States or any foreign government for cryptographic or communication intelligence purposes; or (3) concerning the communication intelligence activities of the United States or any foreign government, or (4) obtained by the processes of communication intelligence from the communications of any foreign government knowing the same to have been obtained by such processes, shall be fined not more than $10,000 or imprisoned not more than ten years, or both.

"Sec 2. (a) The term 'classified information' as used herein shall be construed to mean information which, at the time of a violation under this Act, is, for reasons of national security, specifically designated by a United States Government Agency for limited or restricted dissemination or distribution

"(b) The terms 'code' cipher', and 'cryptographic system' as used herein shall be construed to include in their meanings, in additions to their usual meanings, any method of secret writing and any mechanical or electrical device or method used for the purpose of disguising or concealing the contents, significance, or meanings of communications.

"(c) The term 'foreign government' as used herein shall be construed to include in its meaning any person or persons acting or purporting to act for or on behalf of any faction, party, department, agency, bureau, or military force of or within a foreign country, or for or on behalf of any government or any person or persons purporting to act as a government within a foreign country, whether or not such government is recognized by the United States.

"(d) The term 'communication intelligence' as used herein shall be construed to mean all procedures and methods used in the interception of communications and the obtaining of information from such communications by other than the intended recipients.

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CONFIDENTIAL

"(e) The term 'unauthorized person' as used herein shall be construed to mean any person who, or agency which, is not authorized to receive information of the categories set forth in section 1 of this Act, by the President, or by the head of a department or agency of the United States Government which is expressly designated by the President to engage in communication intelligence activities for the United States.

"Sec. 3. Nothing in this Act shall prohibit the furnishing, upon lawful demand, of information to any regulary constituted committee of the Senate or House of Representatives of the United States of America, or joint committee thereof."

I, William P. Burke, do hereby certify that I have read, and thoroughly understand, Public Law 513, quoted above.

Signed: Wm P Burke

Date : 6 Nov. 1950

Witness : Jean M. Latoo

Position: Communicator, N.O.

Date : 6 November 1950

CONFIDENTIAL

14-00000

STANDARD FORM 50 (8 PARTS)
OCTOBER 1949
PROMULGATED BY
CHAPTER R-1 FEDERAL PERSONNEL MANUAL
U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

MM (gk) 130

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. William P. Burke, Jr. 01773	10/22/1900		4/11/50

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Periodic Step Increase *	3/19/50	CIA Admin. Inst. 20-8 Dated 12/9/49

FROM		TO
Regional Manager GS-15 (Intelligence Officer)	8. POSITION TITLE	Regional Manager GS-15 (Intelligence Officer)
GS-15 $10500.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-15 $10750.00 per annum
Operations Contact New Orleans Office	10. ORGANIZATIONAL DESIGNATIONS	Operations Contact New Orleans Office
New Orleans, Louisiana	11. HEADQUARTERS	New Orleans, Louisiana
X FIELD / DEPARTMENTAL	12. FIELD OR DEPT'L	X FIELD / DEPARTMENTAL

13. VETERAN'S PREFERENCE

NONE	WWII	OTHER	5-PT.	10-POINT DISAB	10-POINT OTHER
	X		X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I A	REAL	
		X		Bu. FY-192

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 2105900 TO: 529-303	Yes		CLAIMED ☒ PROVED ☐ STATE: Louisiana

21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.

*Last equivalent salary increase 9/19/48

Efficiency Rating: Excellent
Approved 3/20/49

Conduct Report: Satisfactory
Dated 3/6/50

vap 4/11/50

Andrew E. Van Esso
ANDREW E. VAN ESSO
Chief, Administrative Staff
22. SIGNATURE OR OTHER AUTHENTICATION

ENTRANCE EFFICIENCY RATING:

U. S. GOVERNMENT PRINTING OFFICE : 1949

4. PERSONNEL FOLDER COPY

14-00000

Standard Form No. 51
August 1946
U.S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-R012

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL ( )

As of 3/19/50 based on performance during period from 3/22/49 to 3/19/50

William E. Burke, Jr. (Name of employee) — Intelligence Officer GS-15 (Title of position, service, and grade)

OO, Contact (Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
✓ if adequate − if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☐ All others ☐

____ (1) Maintenance of equipment, tools, instruments.
____ (2) Mechanical skill.
____ (3) Skill in the application of techniques and procedures.
____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
✓ (5) Attention to broad phases of assignments.
____ (6) Attention to pertinent detail.
____ (7) Accuracy of operations.
____ (8) Accuracy of final results.
✓ (9) Accuracy of judgments or decisions.
+ (10) Effectiveness in presenting ideas or facts.
____ (11) Industry.
____ (12) Rate of progress on or completion of assignments.
✓ (13) Amount of acceptable work produced. (Is mark based on production records? Yes (Yes or no))
____ (14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
____ (16) Cooperativeness.
____ (17) Initiative.
____ (18) Resourcefulness.
+ (19) Dependability.
____ (20) Physical fitness for the work.

+ (21) *Effectiveness in planning broad programs.*
____ (22) *Effectiveness in adapting the work program to broader or related programs.*
____ (23) *Effectiveness in devising procedures.*
+ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
____ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
____ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
____ (27) *Effectiveness in promoting high working morale.*
____ (28) *Effectiveness in determining space, personnel, and equipment needs.*
____ (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
____ (30) *Ability to make decisions.*
____ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

____ (A) ____
____ (B) ____
____ (C) ____

STANDARD Deviations must be explained on reverse side of this form	Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated	Excellent
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements	Very Good
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance	Good
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

Adjective Rating
Rating official: E
Reviewing official: E

Rated by Lyman Kirkpatrick (Signature of rating official) Chief, Contact Div. (Title) 16 March 1950 (Date)

Reviewed by [signature] (Signature of reviewing official) AD/OO (Title) 20 Mar 1950 (Date)

Rating approved by efficiency rating committee 3/20/50 (Date) Report to employee E (Adjective rating)

U. S. GOVERNMENT PRINTING OFFICE 16—58177-6

14-00000

PERIODIC PAY INCREASE REPORT

TO	THIS DATE
Mrs. Firmin Contact	3/2/1950

In order to determine whether the employee named below is eligible for a periodic pay increase it is necessary that his (or her) immediate supervisor execute the following "Conduct Report" and obtain the signature of the highest supervisor having knowledge of the employee's conduct.

CONDUCT REPORT

NAME OF EMPLOYEE	POSITION, TITLE AND GRADE
William P. Burke	Intell. Off. GS-15

[X] This employee's conduct has been satisfactory.

[ ] This employee's conduct has been unsatisfactory for the following reasons:

Last equivalent salary increase 9/19/48
Eff. Rating - E - 3/20/49
Effec. Date 9/19/50
2105908
529-368

F. McClellan

SIGNATURE OF IMMEDIATE SUPERVISOR	DATE	SIGNATURE OF REVIEWING OFFICIAL	DATE
Lyman Kirkpatrick	6 March 1950	[illegible]	

FORM NO. 37-105
OCT 1949

RETURN TO: PERSONNEL DIVISION
ATT: TRANSACTIONS AND RECORDS BRANCH

14-00000

1949

STANDARD FORM NO. 50 PART)
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1949

FORM APPROVED
BUDGET BUREAU NO. 50-R054

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

NDM (an) 130

1. NAME (MR.—MISS—MRS.—FIRST—MIDDLE INITIAL—LAST): Mr. William P. Burke, Jr.
2. DATE OF BIRTH: 10/22/1900
3. JOURNAL OR ACTION NO.:
4. DATE: 10-28-49

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY): Conversion-Class. Act of 1949
6. EFFECTIVE DATE: 10-30-49
7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY: Letter - DCI - 10-28-49

FROM		TO
Regional Manager P-8 (Intelligence Officer)	8. POSITION TITLE	Regional Manager GS-15 (Intelligence Officer)
P-8 $10,305.00 per annum	9. SERVICE, GRADE, SALARY	GS-15 $10,500.00 per annum
Operations Contact New Orleans Office	10. ORGANIZATIONAL DESIGNATIONS	Operations Contact New Orleans Office
New Orleans, Louisiana	11. HEADQUARTERS	New Orleans, Louisiana
X FIELD / DEPARTMENTAL	12. FIELD OR DEPT'L	X FIELD / DEPARTMENTAL

13. REMARKS

R. F. McClellan
Acting Chief, Personnel Division
14. SIGNATURE OR OTHER AUTHENTICATION

15. VETERAN'S PREFERENCE

NONE	5 PT.	10 POINT DISAB.	WIFE	WIDOW	WWII	WWI	OTHER
	X				X		

16. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL
		X	

Bu.CF-182 mm 11/10/49

17. SEX: M
18. RACE: W
19. APPROPRIATION: FROM: 2105900 TO: 529-303
20. SUBJECT TO C.S. RETIREMENT ACT (YES—NO): Yes
21. DATE OF OATH (ACCESSIONS ONLY):
22. LEGAL RESIDENCE: Louisiana

U. S. GOVERNMENT PRINTING OFFICE, 1949

4. PERSONNEL FOLDER COPY

14-00000

Standard Form No. 51
August 1946
U.S. CIVIL SERVICE COMMISSION

Form approved.
Budget Bureau No. 50-R012.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL ( )

As of 3/19/49 based on performance during period from 9/19/48 to 3/19/49

William P. Burke, Jr. (Name of employee) Intelligence Officer, P-8 (Title of position, service, and grade)

OO, Contact (Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
✓ if adequate — if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☐ All others ☐

...... (1) Maintenance of equipment, tools, instruments.
...... (2) Mechanical skill.
...... (3) Skill in the application of techniques and procedures.
...... (4) Presentability of work (appropriateness of arrangement and appearance of work).
...... (5) Attention to broad phases of assignments.
...... (6) Attention to pertinent detail.
+ (7) Accuracy of operations.
+ (8) Accuracy of final results.
+ (9) Accuracy of judgments or decisions.
......(10) Effectiveness in presenting ideas or facts.
......(11) Industry.
......(12) Rate of progress on or completion of assignments.
......(13) Amount of acceptable work produced. (Is mark based on production records? .... (Yes or no))
......(14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
+ (17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
......(20) Physical fitness for the work.

...... (21) *Effectiveness in planning broad programs.*
...... (22) *Effectiveness in adapting the work program to broader or related programs.*
...... (23) *Effectiveness in devising procedures.*
+ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
+ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
...... (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
+ (27) *Effectiveness in promoting high working morale.*
...... (28) *Effectiveness in determining space, personnel, and equipment needs.*
...... (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
+ (30) *Ability to make decisions.*
+ (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

...... (A) ....
...... (B) ....
...... (C) ....

STANDARD Deviations must be explained on reverse side of this form	Adjective Rating		Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated	Excellent	Rating official..	E
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements	Very Good		
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance	Good	Reviewing official..	E
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance	Fair		
Minus marks on at least half of the underlined elements	Unsatisfactory		

Rated by Lyman Kirkpatrick (Signature of rating official) Chief, Contact Br. (Title) 23 March 1949 (Date)

Reviewed by [illegible signature] (Signature of reviewing official) Dep AD/OO (Title) 24 March 1949 (Date)

Rating approved by efficiency rating committee 3-28-49 (Date) Report to employee E (Adjective rating)

ST

U. S. GOVERNMENT PRINTING OFFICE 16—26177-4

14-00000

PHYSICAL QUALIFICATION RECORD

NAME	NATURE OF ACTION
BURKE, WILLIAM P.	E.O.D.
TITLE OF POSITION	**GRADE**
Regional Manager	P-8
DEPARTMENT OR FIELD	
Field	

Subject was found physically [x] fit [ ] unfit for duty with this organization in the above grade and position. 11 September 1947

RECOMMENDATIONS:

28 December 1948
DATE

John R. Pretzer
SIGNATURE OF PHYSICAL REQUIREMENTS OFFICER

FORM NO. 36-57
NOV 1948

14-00000

RESTRICTED

PERSONNEL ACTION REQUEST

NAME William P. Burke, Jr.	CLASSIFICATION — INITIAL — DATE 9-21-48 VICE / IA / VV / NEW ✓ Bu. # F-172 12-4-47
NATURE OF ACTION: ~~Transfer~~ Promotion	QUALIFICATION & REVIEW — INITIAL — DATE 9-21-48
EFFECTIVE DATE 19 September 1948 ~~Immediately~~	219590 529-308
FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:	APPROVED: 15 1948 SIGNATURE (EXECUTIVE DIRECTOR) 15 Sept '48 SIGNATURE (EXECUTIVE FOR A&M) 15 Sept '48 SIGNATURE (CHIEF, PERSONNEL BRANCH)
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:	

	FROM	TO
TITLE	Asst. Regional Manager (Intelligence Officer) P-7	Regional Manager (Intelligence Officer) P-8
GRADE AND SALARY	P-7, ~~$8179.50~~ 8509.50 p.a.	P-8, $10,305.00 p.a.
OFFICE	Operations	Operations
BRANCH	Contact	Contact Br
DIVISION	Control	New Orleans Office
SECTION	Southern I.A.O.	—
OFFICIAL STATION	New Orleans, Louisiana	New Orleans, Louisiana
DEPT. OR FIELD	Field	Field 130

REMARKS:

RECOMMENDED: ~~XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX~~ DATE 15 Sept, 1948.

GEORGE G. CAREY
Assistant Director for Operations

FORM NO. 37-3
OCT 1946

RESTRICTED

(1514)

14-00000

STANDARD FORM 50 (8 PART)
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1946

FORM APPROVED
BUDGET BUREAU NO. 50-R066

CENTRAL INTELLIGENCE AGENCY

130

NOTIFICATION OF PERSONNEL ACTION (cs) 130

1. NAME (MR.-MISS-MRS.-FIRST-MIDDLE INITIAL-LAST)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. William P. Burke, Jr.	10/22/1900		9/17/1948

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Transfer & Promotion	9/19/1948	Schedule A-45

FROM		TO
Asst. Regional Manager P-7 (Intelligence Officer)	8. POSITION TITLE	Regional Manager P-8 (Intelligence Officer)
P-7 $8509.50 per annum Bu.#7800	9. SERVICE, GRADE, SALARY	P-8 $10,305.00 per annum
Operations Contact Control Southern I.A.O.	10. ORGANIZATIONAL DESIGNATIONS	Operations Contact Branch New Orleans Office
New Orleans, Louisiana	11. HEADQUARTERS	New Orleans, Louisiana
X FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPT'L	X FIELD ☐ DEPARTMENTAL

13. REMARKS

DOG - 09/19/48
CSECD - 09/15/47
LCD - 09/18/47

[signature] 9/24/48

WILLIAM J. KELLY
Chief, Personnel Branch
14. SIGNATURE OR OTHER AUTHENTICATION

15. VETERAN'S PREFERENCE

NONE	5 PT	10 POINT DISAB.	10 POINT WIFE	10 POINT WIDOW	WWII	WWI	OTHER
	X				X		

16. POSITION CLASSIFICATION ACTION

NEW	VICE	I.A.	REAL
		X	

Bu.#7-192
12/4/47

17. SEX	18. RACE	19. APPROPRIATION	20. SUBJECT TO C.S. RETIREMENT ACT (YES-NO)	21. DATE OF OATH (ACCESSIONS ONLY)	22. LEGAL RESIDENCE
M	W	FROM 2195900 TO 529-308	Yes		Louisiana

U.S. GOVERNMENT PRINTING OFFICE 1948 783384

4. PERSONNEL FOLDER COPY

14-00000

STANDARD FORM NO. 64

CONFIDENTIAL

Executive Registry
0-1 0 3 3

Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive for Administration and Management DATE: SEP 15 1948

FROM : Assistant Director for Operations

SUBJECT: Recommendation for Promotion of Mr. William Patrick Burke, Jr.

1. It is requested that the attached recommendation for promotion of Mr. William P. Burke, Jr. from P-7 to P-8 be approved even though Mr. Burke has not served the required time in-grade as established in Paragraph 4c of Administrative Instruction No. 20-1. This recommendation is based upon the fact he has served in his present capacity as Acting Chief, New Orleans Office, OO/C, for approximately one year and his performance of duty has been outstanding.

2. Mr. Burke entered on duty as Acting Chief, New Orleans Office, OO/C, on 9 September 1947 in which capacity he is still serving. The position of Chief, New Orleans Office, has been allocated as a P-8.

3. Subsequent to assuming his duties as Acting Chief of the New Orleans Office, Mr. Burke displayed great initiative and unusual ability in planning his organization and without any loss of time, placed it on a highly productive basis. Mr. Burke has not overlooked any possible sources of intelligence within his area, and is submitting extremely valuable reports, particularly those that pertain to Latin America. In addition, Mr. Burke's office has produced comprehensive reports on the intelligence potentialities of Houston, Texas and Tulsa, Oklahoma, convincing this office that field offices in both localities will be justified.

4. Mr. Burke's accomplishments as Acting Chief, New Orleans Office have been outstanding. Due to his unusual leadership the morale of his office personnel has been maintained at a high level, despite heavy working conditions.

5. Mr. Burke received an A.B. degree from Loyola University, New Orleans, in 1919 and LLB degrees from Harvard Law School and Tulane University in 1923 and 1925 respectively. In addition, he spent one year of study at Cambridge University, England. Upon graduation from law school, he became affiliated with various prominent law firms in New Orleans, and in 1937 established his own firm which he operated on a successful level until his entry into the military service during World War II.

6. Mr. Burke has an outstanding military record, having served approximately three years in the U. S. Marine Corps during World War II, and being honorably released from duty with the rank

CONFIDENTIAL

14-00000

CONFIDENTIAL

of Major. During his tour of duty with the U. S. Marine Corps, he served in the capacity of liaison officer with Selective Service and later, as legal officer with the Fourth Marine Division in the Pacific.

7. By reason of his civilian and military experience and wide acquaintanceship in New Orleans, Mr. Burke is exceptionally well qualified for his present assignment and is performing his duties in an outstanding manner. In view of his superior accomplishments and contributions to the successful operation of the Contact Branch, it is strongly recommended that Mr. Burke's promotion to the grade of P-8 be approved.

George G. Carey

GEORGE G. CAREY

CONFIDENTIAL

14-00000

19 May 1948

Mr. William P. Burke
P. O. Box 1016
New Orleans, 6, Louisiana

Dear Bill:

Prior to leaving CIA, I want to record my sincere appreciation of the fine job done by you in New Orleans.

Your achievement is all the more noteworthy when it is remembered that you started in your city singlehanded and with little guidance or precedence. Within the space of less than a year, you have created an effective field office which is now making a significant contribution to national intelligence.

Inspections reveal that your relations with the local Armed Forces representatives as well as with your clients are excellent. Noted also is the high morale in your office.

Please accept my congratulations for this splendid record and accept my gratitude for your loyal support.

With best wishes for your continued success,

Very sincerely,

EDWIN L. SIBERT
Brigadier General, USA
Assistant Director for Operations

ELS:rn

cc: Personnel Files ✓
Chief, OO/C

14-00000

Standard Form No. 51, Rev.
Approved Dec. 1943
C. S. C. Dept. Cir. No. 458

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ( )
OFFICIAL:
REGULAR (X) SPECIAL ( )
PROBATIONAL or TRIAL PERIOD ( )

As of 3/31/48 based on performance during period from 9/9/47 to 3/31/48

William F. Burke (Name of employee) — Intelligence Officer P-7 (Title of position, service, and grade)

Operations, Contact (Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
V if adequate − if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in *italics* except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in *italics*.	Administrative, supervisory, or planning ☑ All others ☐

...... (1) Maintenance of equipment, tools, instruments.
...... (2) Mechanical skill.
...... (3) Skill in the application of techniques and procedures.
...... (4) Presentability of work (appropriateness of arrangement and appearance of work).
+ (5) Attention to broad phases of assignments.
...... (6) Attention to pertinent detail.
...... (7) Accuracy of operations.
...... (8) Accuracy of final results.
+ (9) Accuracy of judgments or decisions.
+ (10) Effectiveness in presenting ideas or facts.
...... (11) Industry.
...... (12) Rate of progress on or completion of assignments.
...... (13) Amount of acceptable work produced. (Is mark based on production records? ...... (Yes or no))
...... (14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
...... (16) Cooperativeness.
...... (17) Initiative.
+ (18) Resourcefulness.
+ (19) Dependability.
...... (20) Physical fitness for the work.

+ (21) *Effectiveness in planning broad programs.*
...... (22) *Effectiveness in adapting the work program to broader or related programs.*
...... (23) *Effectiveness in devising procedures.*
+ (24) *Effectiveness in laying out work and establishing standards of performance for subordinates.*
+ (25) *Effectiveness in directing, reviewing, and checking the work of subordinates.*
+ (26) *Effectiveness in instructing, training, and developing subordinates in the work.*
+ (27) *Effectiveness in promoting high working morale.*
+ (28) *Effectiveness in determining space, personnel, and equipment needs.*
...... (29) *Effectiveness in setting and obtaining adherence to time limits and deadlines.*
+ (30) *Ability to make decisions.*
...... (31) *Effectiveness in delegating clearly defined authority to act.*

STATE ANY OTHER ELEMENTS CONSIDERED

...... (A) ......
...... (B) ......
...... (C) ......

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent
Plus marks on at least half of the underlined elements, and no minus marks	Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair
Minus marks on at least half of the underlined elements	Unsatisfactory

	Adjective rating
Rating official	E
Reviewing official	E

Rated by [signature] (Signature of rating official) Chief F/D (Title) ...... (Date)

Reviewed by Lyman Kirkpatrick (Signature of reviewing official) Deputy Dir. Intel. Br. (Title) 14 April 48 (Date)

Rating approved by efficiency rating committee 5/3/... (Date) Report to employee E (Adjective rating)

U. S. GOVERNMENT PRINTING OFFICE 16—28177-8

14-00000

16856

Assistant Director for Operations 9 October 1947

Executive Director

~~Identification for~~ Contact Specialists

1. Attached are:

a. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 104, copy 1 - 3, to be issued to Mr. William P. Burke, Jr., Chief of the New Orleans office of your Contact Branch, and copies 4 and 5 for record purposes.

b. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 105, copy 1 - 3, to be issued to Mr. Jay B. L. Reeves, Chief of the Pittsburgh office of your Contact Branch, and copies 4 and 5 for record purposes.

c. Three original letters of introduction dated 9 October 1947, signed by the Director of Central Intelligence, registration number 106, copy 1 - 3, to be issued to Mr. Harrison G. Reynolds, Chief of the Boston office of your Contact Branch, and copies 4 and 5 for record purposes.

d. Sample of letter of introduction to be used in connection with above letters, to be written and signed in each case by the field office chief concerned.

2. The Assistant Director for Operations may request additional similar letters when new field offices of the Contact Branch are established and when field office chiefs are changed.

3. Instructions relative to accounting for the registered letters signed by the Director will be issued to you direct from the Central Records Division of the Services Branch, AAM.

4. The Chief, Personnel Branch, AAM, will place a notation with the personnel records of each field office chief to whom these letters are issued, and will be responsible that these individuals are not reassigned or separated until these registered letters have been accounted for and withdrawn for destruction.

5. The Assistant Director for Operations and the Executive for Inspection and Security will cause such inspections to be made of the use of these means of identification as will insure maintenance of adequate security in connection therewith.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. T. SHANNON
~~Acting Executive Director~~ Exec for A&M.

4 Enclosures
1. Ltr from DCI re William P. Burke (copies 1-5)
2. Ltr from DCI re J L. Reeves (copies 1-5)
3. Ltr from DCI re H on G. Reynolds (copies 1-5)
4. Sample ltr of intr tion to be used by chiefs of f

cc: Chief, Pers Br.
cc: Chief, Svcs Br (for C.R.)
cc: Exec for I&S

14-00000

12 September 1947

MEMORANDUM TO: Chief, Personnel Branch
Executive for A & M

SUBJECT: Detail of William P. Burke, Jr.

REFERENCE: 37-3, "Personnel Action Request," dated 10 July 1947

It is hereby requested that your records be marked to show that Mr. Burke has been designated Acting Manager of the New Orleans Interagency Office. It is not intended to recruit anyone against the P-8 Manager position.

Hayden Channing

HAYDEN CHANNING
Executive Officer
Contact Branch

AFFIDAVIT

STRIKING AGAINST THE FEDERAL GOVERNMENT

CENTRAL INTELLIGENCE GROUP
(DEPT. OR ESTAB.) ______________ (BUREAU OR OFFICE)

WASHINGTON, D. C.
(PLACE OF EMPLOYMENT)

I, WILLIAM P. BURKE, JR. DO HEREBY SWEAR (OR AFFIRM) THAT I AM NOT ENGAGED IN ANY STRIKE AGAINST THE GOVERNMENT OF THE UNITED STATES AND THAT I WILL NOT SO ENGAGE WHILE AN EMPLOYEE OF THE GOVERNMENT OF THE UNITED STATES; THAT I AM NOT A MEMBER OF AN ORGANIZATION OF GOVERNMENT EMPLOYEES THAT ASSERTS THE RIGHT TO STRIKE AGAINST THE GOVERNMENT OF THE UNITED STATES, AND THAT I WILL NOT WHILE A GOVERNMENT EMPLOYEE BECOME A MEMBER OF SUCH AN ORGANIZATION.

W P Burke Jr
(SIGNATURE OF EMPLOYEE OR APPOINTEE)

SUBSCRIBED AND SWORN TO BEFORE ME THIS 11th ~~tenth~~ DAY OF September, 19 47 AT Washington, STATE OF D. C.

Elizabeth Morrison
Appointment Clerk

Chapter 145, Title II, Sec. 206
Act of June 26, 1943

FORM NO. 37-24
SEP 1946

(1590)

14-00000

Standard Form No. 61a
Approved January 28, 1941
U. S. Civil Service Commission
C. S. C. Dept. Cir. No. 409

OATH OF OFFICE, AFFIDAVIT, AND DECLARATION OF APPOINTEE

CENTRAL INTELLIGENCE GROUP (Department or Establishment) (Bureau or Division) WASHINGTON, D. C. (Place of Employment)

A. OATH OF OFFICE

I, WILLIAM P. BURKE, JR.
Do solemnly swear (or affirm) that I will support and defend the constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. SO HELP ME GOD.

B. AFFIDAVIT

Do further swear (or affirm) that I do not advocate, nor am I a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

C. DECLARATION OF APPOINTEE

Do further certify that (1) I have not paid or offered or promised to pay any money or other thing of value to any person, firm, or corporation for the use of influence to procure my appointment; (2) I will inform myself of and observe the provisions of the Civil Service law and rules and Executive orders concerning political activity, political assessments, etc., as quoted on the attached Information for Appointee, and [strike out either (3) or (4)]

(3) the answers given by me in the Declaration of Appointee on the reverse of this sheet are true and correct;

~~(4) the answers contained in my Application for Federal Employment, Form No. ...., dated ...., 19...., filed with the above-named department or establishment, which I have reviewed, are true and correct as of this date, except for the following (if necessary, use additional sheet; if no exceptions write "none"; if (4) is executed, the reverse of this sheet need not be used):~~

W. P. Burke Jr. (Signature of Appointee)

Subscribed and sworn before me this ~~10th~~ 11th day of September A. D., 19 47

at Washington (City), D. C. (State)

Chapter 145, Title II, Sec. 206
[SEAL] Act of June 26, 1943

Elizabeth Morrison (Signature of Officer)
Appointment Clerk (Title)

NOTE.—If the oath is taken before a Notary Public the date of expiration of his commission should be shown

16—32804-2

19 September 1947 (Date of Entrance on Duty) Asst. Regional Manager, P-7, $5179.50 (Position to which appointed) 23 Oct 1900 (Date of Birth)

14-00000

DECLARATION OF APPOINTEE

This form, if required, is to be completed before entrance on duty. Every question must be answered. Any false statement in this declaration will be grounds for cancelation of application or dismissal after appointment. False personation is a criminal offense and will be prosecuted accordingly.

1. Present Address 6300 St. Charles Avenue, New Orleans 15 La.
(Street and Number) (City and State)

2. Who should be notified in case of emergency? Mrs Wm P. Burke — wife
(Name) (Relationship)
6300 St. Charles Ave New Orleans La
(Street and Number) (City and State)

3. Does the U. S. Government employ in a civilian capacity any relative of yours (either by blood or marriage) with whom you live or have lived within the past 6 months? Yes or No? NO If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 12.

Name	Post office address (Give street number, if any)	(1) Bureau and (2) Temporary or not, (3) Department or office in which employed	Relationship	Married or single	Age
		1. ...... 2. ...... 3.			
		1. ...... 2. ...... 3.			
		1. ...... 2. ...... 3.			

4. Place of birth New Orleans La
(Town) (State or Country)

Indicate "Yes" or "No" answer by placing X in proper column	Yes	No
5. Are you a citizen of the United States?	X	
6. If foreign born, have you furnished proof of naturalization or citizenship to (1) the U. S. Civil Service Commission?		X
(2) this agency in connection with this appointment?		X
7. Since you filed application resulting in this appointment, has there been any change in the status of your citizenship or of the persons through whom you gained your citizenship?		X
8. (a) Do you hold any position or office under the United States or any State, Territory, County, or Municipality? If so, state the place, position, and salary under Item 12.	X	
(b) Are you willing to resign such position or office if it becomes necessary to do so in order to hold the Federal position?	X	
9. Do you receive any pension or other benefit for military or naval service or an annuity from the U. S. or D. C. Government under any Retirement Act? If so, give details under Item 12 stating whether you were retired for age, length of service, or disability; amount of retirement pay and under what retirement act, and rank, if retired from military or naval service.		X
10. Since you filed application resulting in this appointment, have you been discharged for misconduct or unsatisfactory service, or forced to resign from any position? If so, give under Item 12 where employed, name and address of employer and the reason for discharge in each case.		X
11. Since you filed application resulting in this appointment, have you been arrested, or summoned into any civil or military court as a defendant, or indicted for or convicted of any offense (felony or misdemeanor)? If so, for each case give under Item 12 (1) the date, (2) the name and location of the court, (3) the nature of the offense or violation, and (4) the penalty, if any, imposed, or other disposition.		X

12. Space for detailed answers to other questions.

ITEM NO.	Write in left column numbers of items to which detailed answers apply
8	U.S. Marine Corps Reserve
	Inactive duty status

INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in conformance with the Civil Service Act, applicable civil-service rules, the War Service Regulations, and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension, purchase of office, suitability in connection with any record of recent discharge or arrest, promise to observe provisions regarding political activity, and particularly for the following:

(1) **Identity of appointee** with the applicant whose appointment was authorized. The appointee's signature and handwriting are to be compared with the application and/or other pertinent papers. The physical appearance may be checked against the medical certificate. The appointee may also be questioned on his personal history for agreement with his previous statements.

(2) **Age.**—If discrepancy exists between the date of birth and that on application, and if definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment.

(3) **Citizenship.**—The responsibility for observ[illegible] provisions of appropriation acts prohibiting or restricting the employment of [illegible] [illegible] rests with the appointing officer. The Civil Service Commission indicates on applications showing foreign birth that citizenship has been verified. The appointing officer should verify citizenship if the list of eligibles or the letter of authority from the Commission makes the appointment subject to proof of citizenship, or if the application shows foreign birth but does not indicate on its face that citizenship has been proved. If the answer to question 4 of this form shows foreign birth and the application shows birth in the United States, the case should be referred to the Civil Service Commission.

(4) **Members of Family.**—Section 9 of the Civil Service Act provides that whenever there are already two or more members of the family in the classified service, no other member of such family is eligible for appointment in that service. Minors do not establish a different family merely by living at an address different from that of the parents. Doubtful cases involving more than two members of family, including all pertinent evidence, should be referred to the Civil Service Commission or its duly authorized representatives for decision. Under War Service Regulations, the members of family provision does not apply to temporary appointments for one year or less.

U. S. GOVERNMENT PRINTING OFFICE 16—32364-1

14-00000

STANDARD FORM 50 (8 PART)
UNITED STATES
CIVIL SERVICE COMMISSION
OCTOBER 1946

FORM APPROVED
BUDGET BUREAU NO 50-R084

CENTRAL INTELLIGENCE GROUP

NM (gv)

130

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR - MISS - MRS - FIRST - MIDDLE INITIAL - LAST)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. William P. Burke, Jr.	10/22/1900		9 September 1947

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Excepted Appointment	9/9/1947	Schedule A-20

FROM		TO
	8. POSITION TITLE	Assistant Regional Manager P-7 (Intelligence Officer)
	9. SERVICE GRADE, SALARY	P-7 $3179.50 per annum
	10. ORGANIZATIONAL DESIGNATIONS	Operations Contact Control Southern I.A.O.
	11. HEADQUARTERS	New Orleans, Louisiana
[ ] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[X] FIELD [ ] DEPARTMENTAL

13. REMARKS

No-Strike Affidavit has been properly executed.

This appointment is made subject to the satisfactory completion of a trial period of one year.

Pay adj
7/11/48

WILLIAM J. KELLY
Acting Chief, Personnel Branch

14. SIGNATURE OR OTHER AUTHENTICATION

15. VETERAN'S PREFERENCE							16. POSITION CLASSIFICATION ACTION				
NONE	5 PT	10 POINT (DISAB / WIFE / WIDOW)	WWI	WWII	OTHER		NEW	VICE	L.A.	REAL	Bu. #P-~~21.04~~ 200. 3/2/47
	X		X					X			

17. SEX	18. RACE	19. APPROPRIATION	20. SUBJECT TO C. S. RETIREMENT ACT (YES - NO)	21. DATE OF OATH (ACCESSIONS ONLY)	22. LEGAL RESIDENCE
M	W	FROM: 2185900.001 528-143 TO	Yes	11 September 1947	Louisiana

U. S. GOVERNMENT PRINTING OFFICE 1947 - 722549

4. PERSONNEL FOLDER COPY

14-00000

CONFIDENTIAL

SECURITY OFFICE

CONFIDENTIAL

Investigation Report

Date: 28 August 1947

Number: 32458

Subject: [illegible], William [illegible]., Jr.

To: Chief, Personnel Branch

1. Investigation directed by: EPG

2. Sources of information:

3. Remarks

4. Recommendation:

SECURITY APPROVAL RECOMMENDED, THOUGH SUBJECT TO THE RECEIPT OF DEROGATORY INFORMATION AT SOME FUTURE DATE. INTERVIEW WAIVED
UNLESS THE APPLICANT ENTERS UPON DUTY WITHIN 60 DAYS FROM ABOVE DATE, THIS APPROVAL BECOMES INVALID.

By [signature]
Security Officer
ERMAL P. GEISS ✓

jm

CONFIDENTIAL

CONFIDENTIAL

FORM NO. 38-101
DEC 1946

(178)

14-00000

PERSONNEL ACTION REQUEST

E

NAME: William P. Burke, Jr.	BUDGET: ~~2185900 5-28-104~~ 2165900.001 5-28-143	INITIAL	DATE 9-8-47 9-2-47
NATURE OF ACTION: ~~New~~ Excepted Appointment	CLASSIFICATION	INITIAL	DATE 8-6-47
EFFECTIVE DATE: ~~23~~ 9 September 1947	VICE / IA ✓ / VV / NEW — Au # P-21.14 3/1/47		
FOR SEPARATIONS, TRANSFERS OUT, AND RESIGNATIONS LAST WORKING DAY:	EMPLOYMENT	INITIAL	DATE 7/28/47
FOR RESIGNATIONS FROM FEDERAL SERVICE ONLY SIGNATURE OF EMPLOYEE:	Schedule A-20 8-11-47 CHIEF, PERSONNEL DIV	INITIAL	DATE 8/5/47

	FROM	TO
TITLE		asst ~~Acting~~ Regional Manager (Intelligence Officer) P-7
GRADE AND SALARY		P-7 @ $179.50
OFFICE		Operations
BRANCH		Contact
DIVISION		Control
SECTION		~~H.I.A.O.~~ Southern R.A.O.
OFFICIAL STATION		New Orleans, La. ~~Washington, D. C.~~
DEPT. OR FIELD		Field

REMARKS: * According to travel regulations. Secy. 7/21

Forms 38-1, 57, copy of Priority Request letters attached.

No Control

Approved for appointment in grade P-7 at entrance salary of $3179.50 subject to security clearance.

FOR THE DCI:

Walter C. Ford
WALTER C. FORD
Captain, USN
Executive Director

advised branch 8-29
Branch O.K. 8-29

RECOMMENDED: OFFICE CHIEF, BRANCH CHIEF, OR ADMINISTRATIVE OFFICER
For Hayden Channing [signature]

DATE 7.10.47

FORM NO 37-3
OCT 1946

(1514)

14-00000

WILLIAM P. BURKS

6300 St. Charles Avenue, New Orleans 15, La.

6 July 47 11 July 47

CONTACT: Invited to Washington for interview & introductory course

5 1/4 days	$6.00	31.50
	Fr: New Orleans, La. to D.C. & return	92.35
Taxi from station to hotel & return		.40
		$124.25

10 JULY 1947

JAMES H. DIXON, CHIEF
ADMINISTRATION SERVICES

DONALD V. MULCAHY, CHIEF
PERSONNEL PROCUREMENT SECTION

CONFIDENTIAL

9 July 1947

MEMORANDUM: Executive for Inspections and Security

SUBJECT: William Patrick Burke, Jr.

In compliance with CIG Directive 15 and with authority from the Projects Review Committee, this branch will open an Inter Agency Office in New Orleans, Louisiana as soon as the necessary personnel may be processed for employment. This Southeastern area of the United States represents a fertile field for the operations of the Contact Branch and it is deemed advisable to open a New Orleans office at the earliest possible date.

Mr. William Patrick Burke, a native of New Orleans, a graduate of Harvard and Tulane University Law Schools and a former Major in the U. S. Marine Corps is under consideration for employment as the Acting Regional Manager for this office. In order that his employment may be effected in the shortest possible time, it is respectfully requested that a priority security investigation be granted on this individual. It is realized that the total number of allowable priority investigations is very limited, but in the instant case, the circumstances are such that the compliance with this request will measurably aid in the accomplishment of the mission of this branch.

John F. Blake
Assistant Executive Officer
Contact Branch

CONFIDENTIAL

14-00000

SECRET

ASSIGNMENT DESCRIPTION FORM

(This form fully completed (see note * at bottom of sheet) in duplicate must accompany request for admission of candidate to Assessment or Training Classes)

Request for:
(a) Assessment XXXX
(b) Training

Candidate's name in full: WILLIAM PATRICK BURKE, Jr.

Cover name if necessary: ______ Date: July 7, 1947

Age 46 Sex M Marital Status: Married Branch: Contact Desk: Field

Specific station to which candidate is going: New Orleans, La.

For consultation call:

George E. McManus	2311	2210 E. St.	103
Branch Officer Sponsoring Candidate	Phone Extension	Bldg	Room No.

Has Security Check been completed? ______

Type of Cover: ______
(Military; Govt. Official; Professional; Business; etc.)

Title of projected assignment: (a) Contact Specialist (b) Acting Regional Manager

Civil Service classification and salary level of projected position: P-7 @ 8179.50

What will be the specific duties of the candidate? (A detailed and concrete description is essential; a general job title is not satisfactory.): Will organize and run the New Orleans Inter-agency office in the initial stages Has to establish and maintain contact with the top executives of American business, industrial and educational institutions. Must be able to sell CIG to them, gain their confidence and establish a discreet channel throug which all foreign intelligence available to those organizations can flow to his office.

What are the promotional opportunities in the projected position? Good

What will be the administrative or supervisory responsibilities of the candidate? (If none, write "none".) May eventually have to direct the activities of one P-6 and one CAF-7.

Will the candidate work alone or with other people? With others.

If the latter, how many and what will be the candidate's actual working relationship to them, e.g., closely co-operative or relatively independent? The two mentioned above. Close cooperation.

Will the candidate be working directly under a supervising officer? No

If not, how will his work be directed and reviewed? By Washington

What will be the living and working conditions under which the candidate is expected to operate? ______

* For reasons of security, details such as student's true name or specific mission may be omitted in the case of undercover personnel, if so desired by the Desk.

FORM NO. 51-1 (Edition of ... 1946 may be used)
OCT 1946

SECRET
(over)

What special qualifications do you wish the candidate tested for? Sense of security as he must live a normal life in his own home town while conducting a discreet operation. Ability to discriminate between valuable intelligence information and worthless. Ability to arrange facts cogently on paper. Tact and discretion.

What period and type of training is considered necessary for the candidate before placement in the field? About three weeks in Head Office and then Inter-Agency Offices.

What special skills or knowledge related to the job does the candidate possess?

Loyola University, New Orleans, AB, 1919, Harvard Law School, LLB, 1923, Legal banking, business and Marine Corps experience.

Indicate knowledge of foreign languages:
("Slight", "Fair", "Good")

	Read	Speak	Write
1.			
2.			
3.			
4.			

The following information is required only in the case of candidates scheduled for training:

Previous background in intelligence work:

Foreign residence and foreign education

Occupational history: (job descriptions and dates only)

Signed: For George R. [illegible]

[illegible]

Branch Officer Sponsoring Candidate

(over)

(0491)

14-00000

CONFIDENTIAL

16 June 1947

MEMORANDUM TO: Deputy Director, CIG

THROUGH: Chief, Personnel Division

Subject: Assessment of William Patrick Burke, Jr.

Reference: Procedures Governing Payment of Per Diem and Travel, Approved Under Project 00-5.

In accordance with the above referenced procedures, it is hereby requested that approval be granted for payment of per diem and travel for the purpose of bringing Mr. Burke to Washington for assessment.

Mr. Burke was recently interviewed in New Orleans by Chief, Control Division, and Chief, Field Division, of the Contact Branch of this Office and is recommended as being well qualified for the Regional Managership of the New Orleans Interagency Office. It is considered that, in view of the importance of the proposed position to the accomplishment of the Contact Branch mission, no final decision as to his employment should be made without the benefit of assessment.

This office is anxious to activate the New Orleans Interagency Office as soon as possible and requests your approval in order that an early date for Mr. Burke's visit to Washington may be made.

E. L. Sibert

E. L. SIBERT
Brigadier General, U. S. A.
Assistant Director for Operations

24 June
Approved
Edwards
Actg. Ex. Dir.

CONFIDENTIAL